



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Virtual and Teleconference**  
**Tuesday, March 23, 2021 at 5:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at **5:30pm on Tuesday, March 23, 2021**, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/87993916599?pwd=MkkvU2FKM1hPQUs4NzVDUEFKUIBOQT09>

**Meeting ID: 879 9391 6599**

**Passcode: 462530**

**2. By Phone : 1 312 626 6799**

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

1. Future Meetings & Gatherings, License and Permit Applications, Expenses

**RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS**

2. Certified Survey Map- Shomisch/Steinmetz (*Plan Commission 3/17/21*)
3. Certified Survey Map- Leu(*Plan Commission 3/17/21*)
4. Certified Survey Map - Lot 28 (*Plan Commission 3/17/21*)
5. Certified Survey Map - Lot 27(*Plan Commission 3/17/21*)
6. Emergency Medical Responder Job Description (*Police Fire Commission 3/16/21*)

**CONSIDERATION - ACTION**

7. 2021 City of Waupun Farmer's Market (*Motion*)
8. Authorization for Use of City Land - Hero's Hunt for Veterans
9. Accept Resignation of Board of Public Works Members -Markus and Mueller (*Motion*)
10. City of Waupun 2020 Annual MS4 Report (*Motion*)
11. City of Waupun Storm Water Management Program (*Motion*)
12. Waupun 2022 UNPS Planning Grant Agreement between the City of Waupun and MSA Professional Services (*Motion*)
13. Resolution Authorizing the Director of Public works to serve as the City's authorized representative with regards to actions pertaining to application and administration of a non-point source (UNPS) planning grant application (*Motion*)
14. State Municipal Financial Agreement for State-Let Highway Project #6235-01-03, 73 for STH 26 (Watertown-Waupun) (*Motion*)
15. Consideration of DOT Roadway Functional Classification Updates (*Motion*)
16. Resolution Approving Updates to the Roadway Functional Classifications for the City of Waupun (*Motion*)
17. 2021-2022 Boards and Commissions Structure Proposed Resolution (*Motion*)
18. Request to Fill Public Works Mechanic 1 Vacancy
19. Appoint Bid for Harmsen Avenue & Oak Lane Storm Water Management Pond

**DISCUSSION - REVIEW** *(No Action)*

[20.](#) American Rescue Plan Act and Stimulus Aid for City of Waupun *(Discussion)*

[21.](#) Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for:

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

22. Ambulance Services

23. Litigation involving Ryan Mitchell Estate

**OPEN SESSION**

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION****ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*





## AGENDA SUMMARY SHEET

**MEETING DATE:** 03-23-21

**TITLE:** Future Meetings & Gatherings, License and Permit Applications, Expenses

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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**ISSUE SUMMARY:** The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

### Future Meetings/Gatherings

Tuesday, April 13, 2021	Common Council	6:00pm
Tuesday, April 20, 2021	Special Common Council	5:30pm
Tuesday, April 27, 2021	Committee of the Whole	5:30pm
Tuesday, May 11, 2021	Common Council	6:00pm
Tuesday, May 25, 2021	Committee of the Whole	5:30pm
Tuesday, June 8, 2021	Common Council	6:00pm
Tuesday, June 29, 2021	Committee of the Whole	5:30pm
Tuesday, July 13, 2021	Common Council	6:00pm
Tuesday, July 27, 2021	Committee of the Whole	5:30pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	5:30pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	5:30pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	5:30pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	5:30pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	5:30pm

### License and Permit Applications

#### OPERATOR LICENSE:

Melissa Wrona, Andrew Soodsma, Andrea Homan

#### TEMPORARY CLASS B

Waupun Hoopsters - April 23-25, 2021 at McCune Park for softball fundraiser

#### TAXI CAB DRIVER

Janine Golimowski

#### STAFF RECOMENDATION:

Approve the Consent Agenda

#### ATTACHMENTS:

Expense Report(s)

<b>RECOMENDED MOTION:</b> Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
03/18/2021	101735	ADVANCED DISPOSAL	43,409.03
03/18/2021	101736	ALLIANT ENERGY/WP&L	3,639.60
03/18/2021	101737	ALLIED 100	138.00
03/18/2021	101738	APWA	230.00
03/18/2021	101739	AT&T MOBILITY	125.93
03/18/2021	101740	BEACON ATHLETICS	1,566.00
03/18/2021	101741	CAPITAL NEWSPAPERS	512.50
03/18/2021	101742	CARTRIDGE WORLD	275.00
03/18/2021	101743	CHARTER COMMUNICATIONS	1,578.74
03/18/2021	101744	CONSULTANTS LABORATORY-FDL	80.00
03/18/2021	101745	DEMAA JR., WILLIAM	245.00
03/18/2021	101746	FBINAA	220.00
03/18/2021	101747	FASTENAL CO.	1,073.75
03/18/2021	101748	FIRE SAFETY USA INC	24.50
03/18/2021	101749	GUNDERSON, INC.	477.01
03/18/2021	101750	IEH AUTO PARTS LLC	79.90
03/18/2021	101751	J & S CARWASH LLC	140.00
03/18/2021	101752	JOHN FABICK TRACTOR CO	1,325.00
03/18/2021	101753	KEARNS, NICK	89.41
03/18/2021	101754	LEAGUE OF WI MUNICIPALITIES	185.00
03/18/2021	101755	LUECK, FRED	20.00
03/18/2021	101756	MSA PROFESSIONAL SERVICES INC.	7,738.02
03/18/2021	101757	MARCO TECHNOLOGIES LLC	56.95
03/18/2021	101758	MENARDS - BEAVER DAM	234.95
03/18/2021	101759	PERKINS OIL	1,030.95
03/18/2021	101760	PETTY CASH-CITY HALL	21.32
03/18/2021	101761	PFALZGRAF, JOSEPH	84.38
03/18/2021	101762	PIGGLY WIGGLY DISCOUNT FOODS	86.51
03/18/2021	101763	RENNERTS	194.37
03/18/2021	101764	ROWE ELECTRONICS INC	157.76
03/18/2021	101765	SELECTIVE INSURANCE COMPANY	38.00
03/18/2021	101766	UNEMPLOYMENT INSURANCE	76.47
03/18/2021	101767	WAUPUN UTILITIES	25,673.39
03/18/2021	101768	WERNER ELECTRIC SUPPLY	42.18
03/18/2021	101769	MARCO TECHNOLOGIES LLC	244.86
Grand Totals:			91,114.48

## Report Criteria:

[Report]. Invoice Date = 03/18/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>615 ADVANCED DISPOSAL</b>				
E10001466614	Residential Recycling - Feb 2021	03/18/2021	8,963.95	420-70-5436-3-38
E10001466614	Residential Trash - Feb 2021	03/18/2021	34,445.08	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,409.03	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
5374620000-FEB21	Aquatic Center - Feb 2021	03/18/2021	150.47	100-20-5523-3-32
2831330000-FEB21	community center monthly fuel - hockey portion - Feb 202	03/18/2021	533.06	100-70-5410-3-32
2831330000-FEB21	community center monthly fuel - school portion - Feb 202	03/18/2021	666.33	100-70-5410-3-32
2831330000-FEB21	community center monthly fuel-City portion - Feb 2021	03/18/2021	133.27	100-70-5410-3-32
1780510000-FEB21	CITY HALL monthly fuel charges - Feb 2021	03/18/2021	1,696.42	100-70-5410-3-32
3517989074-FEB21	TIF#6 - Utilities McKinley St. Building - Feb 2021	03/18/2021	460.05	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			3,639.60	
<b>1175 ALLIED 100</b>				
1859994	electrodes for Defib	03/18/2021	138.00	100-40-5212-3-38
Total 1175 ALLIED 100:			138.00	
<b>1475 APWA</b>				
3-18-21	membership 6/1/21-5/31/22	03/18/2021	230.00	100-70-5420-3-34
Total 1475 APWA:			230.00	
<b>1906 AT&amp;T MOBILITY</b>				
FEB2021	FirstNet Mobile Aircards - Feb 2021	03/18/2021	125.93	100-40-5212-3-38
Total 1906 AT&T MOBILITY:			125.93	
<b>5010 BEACON ATHLETICS</b>				
0526041-IN	batters Box Mats	03/18/2021	1,566.00	220-20-5550-3-38
Total 5010 BEACON ATHLETICS:			1,566.00	
<b>7058 CAPITAL NEWSPAPERS</b>				
33814-1	2021 Waupun Visitors Guide	03/18/2021	315.00	100-10-5534-3-36
34419-1	2021 Waupun Visitors Guide/Waupun Festivals Inc	03/18/2021	197.50	450-70-5440-3-40
Total 7058 CAPITAL NEWSPAPERS:			512.50	
<b>7075 CARTRIDGE WORLD</b>				
82405	Cartridges	03/18/2021	275.00	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			275.00	
<b>10048 CHARTER COMMUNICATIONS</b>				
84621-MAR21	museum - internet - pd by Historical Society	03/18/2021	64.99	100-13850
16011-MAR21	senior center - tv, internet	03/18/2021	135.77	100-20-5513-3-38
54053-MAR21	aquatic center	03/18/2021	110.47	100-20-5523-3-38
41336-MAR21	PD - voice	03/18/2021	178.07	100-40-5211-3-31
18615-MAR21	PD - voice, internet, tv	03/18/2021	388.55	100-40-5211-3-38
3194-MAR21	ethernet intrastate MBPS	03/18/2021	490.00	100-40-5211-3-38
41336-MAR21	FD - voice	03/18/2021	24.28	100-50-5231-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
15199-MAR21	garage - tv, internet	03/18/2021	186.61	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,578.74	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
2616008	legal blood draws - Feb 2021	03/18/2021	80.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			80.00	
<b>11067 DEMAA JR., WILLIAM</b>				
3-18-21	reimburse - fees for WI State Fire Chief's conf	03/18/2021	245.00	100-50-5231-3-37
Total 11067 DEMAA JR., WILLIAM:			245.00	
<b>12640 FBINAA</b>				
3-18-21-1	FBI WI Chapter Annual Training - Louden - 2021	03/18/2021	110.00	100-40-5211-3-37
3-18-21-2	FBI WI Chapter Annual Training - Rasch - 2021	03/18/2021	110.00	100-40-5211-3-37
Total 12640 FBINAA:			220.00	
<b>12760 FASTENAL CO.</b>				
WIBEA115927	chain repair for trucks	03/18/2021	300.00	100-70-5411-3-36
WIBEA115995	shop supplies	03/18/2021	766.96	100-70-5411-3-36
WIBEA115892	shop supplies	03/18/2021	6.79	100-70-5411-3-36
Total 12760 FASTENAL CO.:			1,073.75	
<b>13011 FIRE SAFETY USA INC</b>				
144569	yellow cones for night stick	03/18/2021	24.50	100-50-5232-3-38
Total 13011 FIRE SAFETY USA INC:			24.50	
<b>15075 GUNDERSON, INC.</b>				
968857	CITY HALL rugs - Mar 2021	03/18/2021	65.45	100-70-5410-3-38
968860	Senior center rugs - Mar 2021	03/18/2021	54.35	100-70-5410-3-38
966522	fire Dept-Rugs - Mar 2021	03/18/2021	52.18	100-70-5410-3-38
966462	Library Rugs - Mar 2021	03/18/2021	63.63	100-70-5410-3-38
971328	Library Rugs - Mar 2021	03/18/2021	63.63	100-70-5410-3-38
968941	Garage supplies - Mar 2021	03/18/2021	28.03	100-70-5411-3-38
968942	Uniform/charges - Mar 2021	03/18/2021	21.00	100-70-5411-3-38
966518	Uniform/charges - Mar 2021	03/18/2021	19.13	100-70-5411-3-38
966517	Garage supplies - Mar 2021	03/18/2021	45.24	100-70-5411-3-38
971382	Garage supplies - Mar 2021	03/18/2021	45.24	100-70-5411-3-38
971383	Uniform/charges - Mar 2021	03/18/2021	19.13	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			477.01	
<b>16088 IEH AUTO PARTS LLC</b>				
393045270	oil dry for accident scenes - FD	03/18/2021	79.90	100-50-5232-3-38
Total 16088 IEH AUTO PARTS LLC:			79.90	
<b>16603 J &amp; S CARWASH LLC</b>				
3-18-21	Car Washes - PD	03/18/2021	140.00	100-40-5212-3-38
Total 16603 J & S CARWASH LLC:			140.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>16663 JOHN FABICK TRACTOR CO</b>				
PIMK0096504	ET subscription-Catepillar diagnostic software	03/18/2021	1,325.00	100-70-5411-3-38
Total 16663 JOHN FABICK TRACTOR CO:			1,325.00	
<b>16939 KEARNS, NICK</b>				
3-18-21	Reimburse meals - Police Academy 3/2/21 thru 3/5/21	03/18/2021	42.82	100-40-5212-3-38
3-18-21/2	Reimburse meals - Police Academy 3/8/21 thru 3/12/21	03/18/2021	46.59	100-40-5212-3-38
Total 16939 KEARNS, NICK:			89.41	
<b>17400 LEAGUE OF WI MUNICIPALITIES</b>				
3-18-21	Council handbooks	03/18/2021	160.00	100-10-5110-3-38
82544	Cyber Security Webinar - Hull	03/18/2021	25.00	100-10-5141-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			185.00	
<b>17900 LUECK, FRED</b>				
3-18-21	Plan Commission Minutes - Mar 2021	03/18/2021	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212096.0-21	Specifications - Newton-Rock	03/18/2021	81.26	400-70-5436-8-00
R00212096.0-21	Permitting - Newton & Rock	03/18/2021	867.41	400-70-5436-8-00
R00212096.0-21	Bidding Related Services - Newton & Rock	03/18/2021	418.16	400-70-5436-8-00
R00212056.0-75	Meeting w/ DOT & DNR - Wilson/Shaler Dr ext	03/18/2021	666.56	404-10-5711-3-38
R00212056.0-75	Heritage Ridge Pond Follow-up w/ contractor	03/18/2021	259.06	407-70-5436-8-00
R00212056.0-75	2020 MS4 Report Assistance	03/18/2021	416.25	700-10-5192-3-38
R00212119.0-5	Harmsen Ave & Oak Lane Storm Pond	03/18/2021	2,552.50	700-10-5192-8-00
R00212096.0-21	Specifications - Newton-Rock	03/18/2021	147.24	700-10-5192-8-00
R00212096.0-21	Permitting - Newton & Rock	03/18/2021	1,571.84	700-10-5192-8-00
R00212096.0-21	Bidding Related Services - Newton & Rock	03/18/2021	757.74	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			7,738.02	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV8498854	Konica/A7PY011X001 contract - Mar 2021	03/18/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
<b>18961 MENARDS - BEAVER DAM</b>				
93205	safety harnesses for lifts	03/18/2021	234.95	100-70-5412-3-38
Total 18961 MENARDS - BEAVER DAM:			234.95	
<b>21245 PERKINS OIL</b>				
0112001-IN	Shell tellus/drum deposit	03/18/2021	1,030.95	100-70-5411-3-36
Total 21245 PERKINS OIL:			1,030.95	
<b>21450 PETTY CASH-CITY HALL</b>				
3-18-21	reimburse James Esslinger - microswitch for jack	03/18/2021	21.32	100-70-5411-3-36
Total 21450 PETTY CASH-CITY HALL:			21.32	
<b>21557 PFALZGRAF, JOSEPH</b>				
3-18-21	clothing allowance	03/18/2021	84.38	100-12634

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21557 PFALZGRAF, JOSEPH:			84.38	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
0394	LEX meeting - PD	03/18/2021	31.68	100-40-5211-3-38
7953/1	water - FD	03/18/2021	6.69	100-50-5232-3-38
1837/1	water - FD	03/18/2021	13.38	100-50-5232-3-38
2314	firefighter rehab drinks	03/18/2021	34.76	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			86.51	
<b>22750 RENNERTS</b>				
43320	replaced frozen pump intake - Unit 591	03/18/2021	194.37	100-50-5232-3-36
Total 22750 RENNERTS:			194.37	
<b>23128 ROWE ELECTRONICS INC</b>				
87854	replace remote control - vac trailer	03/18/2021	157.76	700-10-5192-3-36
Total 23128 ROWE ELECTRONICS INC:			157.76	
<b>23536 SELECTIVE INSURANCE COMPANY</b>				
3-18-21	additional prem for 2021 equipment coverage	03/18/2021	38.00	100-10-5194-3-38
Total 23536 SELECTIVE INSURANCE COMPANY:			38.00	
<b>25480 UNEMPLOYMENT INSURANCE</b>				
3-18-21	Monthly Unemployment Payment - Feb 2021	03/18/2021	76.47	100-10-5177-3-38
Total 25480 UNEMPLOYMENT INSURANCE:			76.47	
<b>27450 WAUPUN UTILITIES</b>				
5158	WPPI support - Feb 2021	03/18/2021	257.50	100-10-5197-3-38
FEB2021	Monthly utility charges	03/18/2021	101.99	100-20-5512-3-32
FEB2021	Monthly utility charges	03/18/2021	283.12	100-20-5513-3-32
FEB2021	Monthly utility charges	03/18/2021	840.06	100-20-5523-3-32
FEB2021	Monthly utility charges	03/18/2021	2,154.41	100-20-5525-3-32
FEB2021	Monthly utility charges	03/18/2021	829.72	100-40-5211-3-32
FEB2021	Monthly utility charges	03/18/2021	466.72	100-50-5231-3-32
FEB2021	Monthly utility charges	03/18/2021	16.00	100-50-5251-3-32
FEB2021	Monthly utility charges	03/18/2021	5,259.82	100-70-5410-3-32
FEB2021	Monthly utility charges	03/18/2021	1,216.24	100-70-5412-3-32
5157	Verizon Charges - DPW I-pads - Feb 2021	03/18/2021	58.09	100-70-5420-3-31
FEB2021	Monthly utility charges	03/18/2021	277.07	100-70-5441-3-32
FEB2021	Monthly utility charges	03/18/2021	10,575.35	100-70-5442-3-32
FEB2021	Monthly utility charges	03/18/2021	1,140.52	210-60-5511-3-32
FEB2021	Monthly utility charges - McKinley Property	03/18/2021	905.02	408-70-5436-3-32
5109	2021 Garbage Schedule mailing	03/18/2021	390.24	425-70-5476-3-38
FEB2021	Monthly utility charges	03/18/2021	34.77	700-10-5192-3-32
5156	Stormwater Billing & Collection Fees - Feb 2021	03/18/2021	866.75	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			25,673.39	
<b>27948 WERNER ELECTRIC SUPPLY</b>				
S6402220.001	replace light behind senior center	03/18/2021	177.15	100-70-5410-3-36
S6408443.001	repair lights @ parking lot complex	03/18/2021	25.56	100-70-5410-3-36
S6365505.003	return light - credit	03/18/2021	160.53-	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 27948 WERNER ELECTRIC SUPPLY:			42.18	
300188 MARCO TECHNOLOGIES LLC				
71625302	KONMIN/BHC308 - contract	03/18/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
Grand Totals:			91,114.48	

## Report GL Period Summary

GL Period	Amount
03/21	91,114.48
Grand Totals:	91,114.48

Vendor number hash: 1364802  
Vendor number hash - split: 1860726  
Total number of invoices: 71  
Total number of transactions: 95

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	91,114.48	.00	91,114.48
Grand Totals:	91,114.48	.00	91,114.48

## Report Criteria:

[Report].Invoice Date = 03/18/2021



# Fond du Lac County

## LAND INFORMATION DEPARTMENT

160 S. Macy Street  
Fond du Lac, WI 54935

Phone: (920) 929-3027  
Email: [land.information@fdlco.wi.gov](mailto:land.information@fdlco.wi.gov)

2/26/2021

Angie Hull  
City of Waupun Clerk  
201 E. Main St.  
Waupun, WI 53963

Re: CSM/SCHOMISCH/STEINMETZ

Dear Ms. Hull:

In accordance with the Fond du Lac County Subdivision Ordinance and Section 236 of Wisconsin Statutes, a copy of the certified survey plat is hereby submitted to the City of Waupun for your initial review.

<input checked="" type="checkbox"/> TOWN OF WAUPUN	<input type="checkbox"/> HIGHWAY DEPARTMENT
<input checked="" type="checkbox"/> COUNTY PLANNING DEPARTMENT	<input type="checkbox"/> STATE HIGHWAY DEPARTMENT
<input checked="" type="checkbox"/> CITY OF WAUPUN	

Upon County Planning Department receiving the original certified survey map back from the Town, we will then forward it to you for your approval or objection. Please return it to us as soon as possible. If you object to the CSM, notify this department immediately. If you approve the plat, have the certification signed.

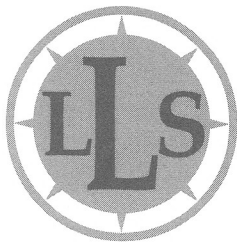
Sincerely,

Terry Dietzel  
Land Information Director

TD:kg  
enc.

cc: Town Clerk





# Leaver Land Surveying, LLC

W8871 Gossfeld Lane, Beaver Dam, WI 53916 • 920.887.2401

E-mail: [rjl@richleaver.com](mailto:rjl@richleaver.com) • Website: [www.richleaver.com](http://www.richleaver.com)

15 February 2021

Mr. Terry Dietzel  
Director of Land Information  
Fond du Lac County  
City County Government Center  
160 S. Macy Street  
Fond du Lac, WI 54935

Re: Letter of Intent for James and Jean Steinmetz  
Certified Survey Map in Section 21, T14N-R15E, Town of Waupun

Dear Terry,

I herewith submit a letter of intent for the above-mentioned certified survey map in accordance with Section 48-73 of the Fond du Lac County Subdivision Ordinance.

Please consider the following informational items:

Name and address of owner/subdivider:

Patrick M. Schomisch  
1017 Oriole St.  
Waupun, WI 53963

Name and address of buyer of Lot 1:

James Steinmetz  
Jean Steinmetz  
1175 Veranda Ct.  
Brookfield, WI 53005-7147

Name and address of surveyor:

(As indicated within this letter)

Location, legal description of property:

A parcel of land located in the SW1/4-SE1/4 of Section 21, T14N-R15E, Town of Waupun, Fond du Lac County, Wisconsin, more particularly described as the following:

Commencing at the South 1/4 Corner of Section 21, T14N-R15E, thence N0°12'19"E, 312.00 feet along the west line of the SE1/4 of Section 21; thence S88°21'09"E, 731.31 feet; thence S0°12'19"W, 312.00 feet to the south line of said SE1/4; thence N88°21'09"W, 731.31 feet along said south line to the point of beginning. Bearings are referenced to the Fond du Lac County Coordinate System.

The above described parcel contains 228,096 square feet (5.236 acres) of land. This parcel also includes the new right-of-way area of dedication of West Center Road, consisting of 10,296 square feet (0.236 acres). This parcel is also subject to all easements and restrictions, either recorded or unrecorded, if any.

Present use of the land

Forested coniferous

Proposed use of the land

Residential

It is the intent of Patrick Schomisch to sell 5.0 acres of his land from the east right-of-way line of West Center Rd. to his sister and brother-in-law for the purposes of their retirement home.

Estimated timetable of development

As soon as possible once all approvals have been obtained from the Town of Waupun, City of Waupun and of Fond du Lac County.

Please advise immediately if you find any possible reasons why this certified survey map should not be approved. Once the certified survey map is approved, please forward to the Register of Deeds for recording. Also advise if there is anything further that either James and Jean Steinmetz, or I would need to do to expedite the approval process.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rich Leaver".

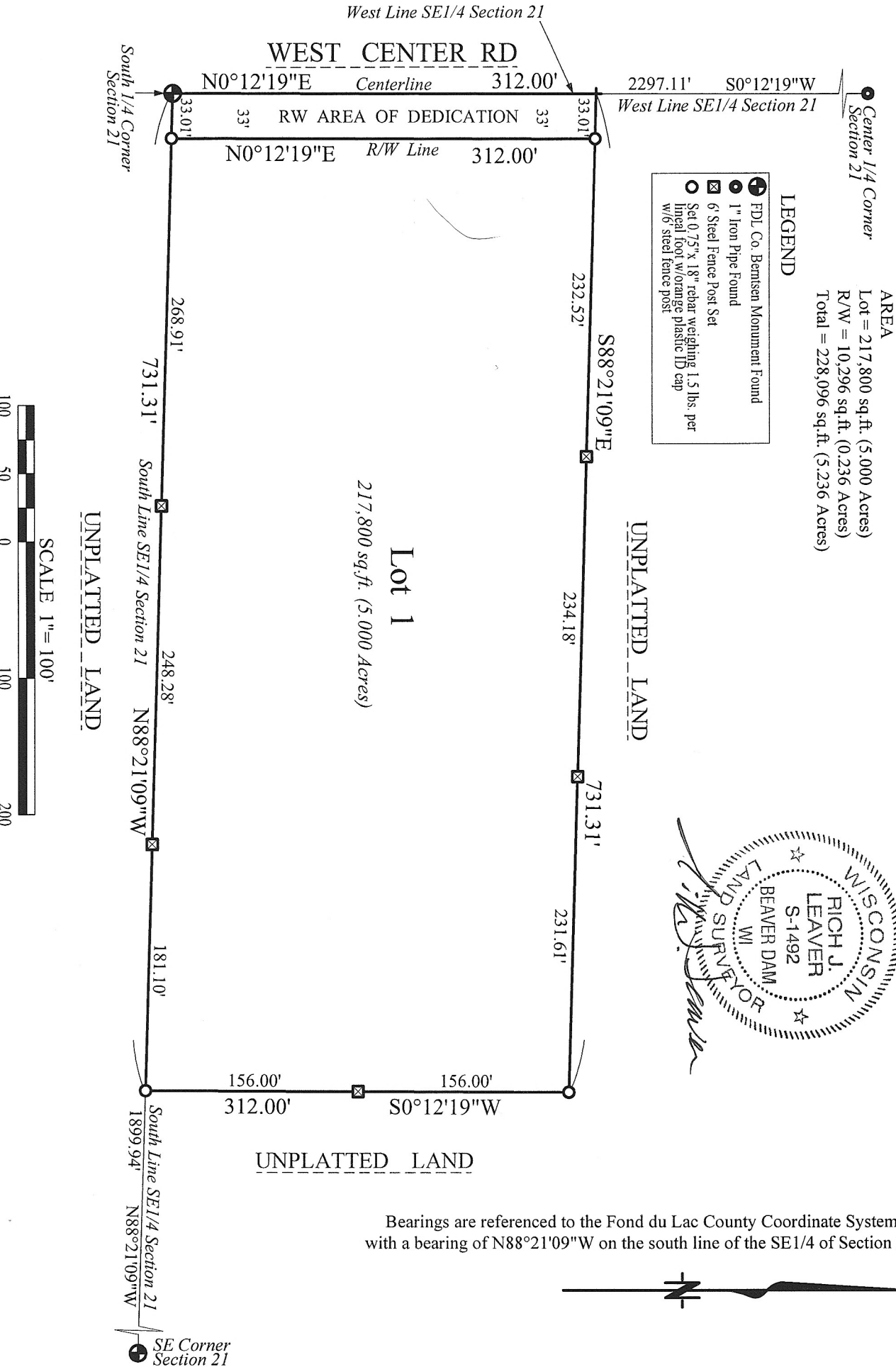
Rich Leaver, WI\_LS-1492

cc: James and Jean Steinmetz

CERTIFIED SURVEY MAP

For James Steinmetz and Jean Steinmetz  
Located in the SW1/4-SE1/4 of Section 21, T14N-R15E  
Town of Waupun, Fond du Lac County, Wisconsin

PIN: T21-14-15-21-15-001-00



CERTIFIED SURVEY MAP

For James Steinmetz and Jean Steinmetz  
Located in the SW1/4-SE1/4 of Section 21, T14N-R15E  
Town of Waupun, Fond du Lac County, Wisconsin


SURVEYOR’S CERTIFICATE

I, Rich J. Leaver, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed and mapped a parcel of land, and dedicated a portion of West Center Road, by the direction of James Steinmetz, representing the owner. This parcel is located as indicated above, and more particularly described as the following:

Commencing at the South 1/4 Corner of Section 21, T14N-R15E, thence N0°12'19"E, 312.00 feet along the west line of the SE1/4 of Section 21; thence S88°21'09"E, 731.31 feet; thence S0°12'19"W, 312.00 feet to the south line of said SE1/4; thence N88°21'09"W, 731.31 feet along said south line to the point of beginning. Bearings are referenced to the Fond du Lac County Coordinate System.

The above described parcel contains 228,096 square feet (5.236 acres) of land. This parcel also includes the new right-of-way area of dedication of West Center Road, consisting of 10,296 square feet (0.236 acres). This parcel is also subject to all easements and restrictions, either recorded or unrecorded, if any.

I further certify that the information contained herein is a correct representation of the boundaries of the land surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin state statutes, Fond du Lac County subdivision ordinances, and applicable subdivision and zoning ordinances of the Town of Waupun in surveying and mapping the same, to the best of my knowledge and belief.

  
Rich J. Leaver, WI\_LS-1492  
Leaver Land Surveying LLC  
W8871 Gossfeld Ln.  
Beaver Dam, WI 53916  
920-887-2401



FOND DU LAC COUNTY PLANNING AGENCY CERTIFICATE

State of Wisconsin)  
Fond du Lac County) ss

Approved in accordance with Section 236.12 of the Wisconsin Statutes this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Fond du Lac County Planning Agency

By \_\_\_\_\_  
Terry Dietzel, Director of Land Information

Extraterritorial Jurisdiction Approval City of Waupun

This certified survey map and the resulting lot are hereby approved in accordance with the City of Waupun, by virtue of its extraterritorial jurisdiction.

\_\_\_\_\_  
Julie Nickel, Mayor

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Angela Hull, Clerk

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

CERTIFIED SURVEY MAP

For James Steinmetz and Jean Steinmetz  
Located in the SW1/4-SE1/4 of Section 21, T14N-R15E  
Town of Waupun, Fond du Lac County, Wisconsin

OWNER’S CERTIFICATE OF DEDICATION

As the owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, mapped and dedicated. I also certify that this map is required by s.236.10 or s.236.12 of the Wisconsin statutes to be submitted to the following for approval or objection:  
Town of Waupun, City of Waupun and Fond du Lac County.

WITNESS the hand and seal of said owners this \_\_\_\_ day of \_\_\_\_\_, 2021  
In presence of:

\_\_\_\_\_  
Patrick M. Schomisch  
1017 Oriole St.  
Waupun, WI 53963



OWNERS’ NOTARY CERTIFICATE

STATE OF WISCONSIN)  
\_\_\_\_\_) COUNTY) SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2021, the above named Patrick M. Schomisch, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_

WAUPUN TOWN BOARD CERTIFICATE

State of Wisconsin)  
Fond du Lac County) <sup>SS</sup>

This certified survey map, the resulting lot and the area of dedication are hereby approved in accordance with the Town of Waupun zoning and subdivision ordinances.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

By \_\_\_\_\_ Attest \_\_\_\_\_  
Randy Vande Slunt, Chairman Susan Alsum, Clerk

As prepared by:

**GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

**G & A FILE NO. 920-544**



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 920-544

DWG. 920-544

SHEET 1 OF 4

SEAL:



## FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

### GENERAL LOCATION

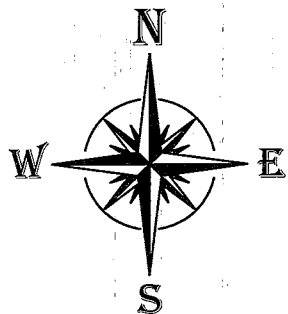
BEING LOT 1, C.S.M. NO. 6201 AS RECORDED ON VOL 41 OF C.S.M.S, PAGE 90 AND 90A, AS DOCUMENT NO. 731182 AND PART OF OUTLOT 83 OF NORTH WARD OUTLOTS, ALL LOCATED IN THE SE1/4 OF THE SW1/4, SECTION 32, T. 14 N, R. 15 E, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

### BASIS OF BEARINGS:

IS THE SOUTH LINE OF THE SW1/4, SECTION 32, WHICH BEARS S89°47'41"W, AS REFERENCED TO GRID NORTH, FOND DU LAC COUNTY COORDINATE SYSTEM NAD83(91).

SCALE: 1" = 60'

0 30' 60' 120'



ROCK RIVER

SE1/4-SW1/4

OUTLOT 83  
NORTH WARD OUTLOTS  
BY CITY OF  
WAUPUN

**LOT 1**

24,470 SQ.FT.±  
0.56 ACRES±

LOT 1, C.S.M. 6201

EXISTING UTILITY EASEMENT  
(DOC. NO. 774030)

S89°51'01"W  
(S89°36'30"W)

212.73' (SOUTH)  
N00°14'31"E  
33.00'

(VACATED REINHARD STREET)

(N89°37'15"E)  
S89°51'01"W  
33.00'

5  
BY OTHERS  
(DOC. 1088041)

BLOCK 8

7  
BY OTHERS  
(DOC. 1073076)

TAYLOR'S

ADDITION

5' FENCE  
MAINTENANCE  
EASEMENT  
817 SQ.FT.

LANDS BY  
OTHERS  
P.O.S. BY  
PRUNUSKE

(VACATED  
ALLEY)  
LOT 1

C.S.M. 7627  
BY CITY OF  
WAUPUN

SW COR.  
SEC. 32



2395.31'

S. LINE SW1/4

S89°47'41"W - 2652.50'

257.19'

S1/4 COR.  
SEC. 32



**OWNER:** CITY OF WAUPUN  
201 E. MAIN STREET  
WAUPUN, WI 53963

**CLIENT/OWNER:** MICHAEL D. & DEBRA M. LEU  
**LOT 1, C.S.M. 6201** 116 REINHARD STREET  
WAUPUN, WI 53963

As prepared by:

**GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. **920-544**



DRAFTED BY: I. KASPER

CHECKED BY: RC

PROJ. 920-544

DWG. 920-544

SHEET 2 OF 4

SEAL:

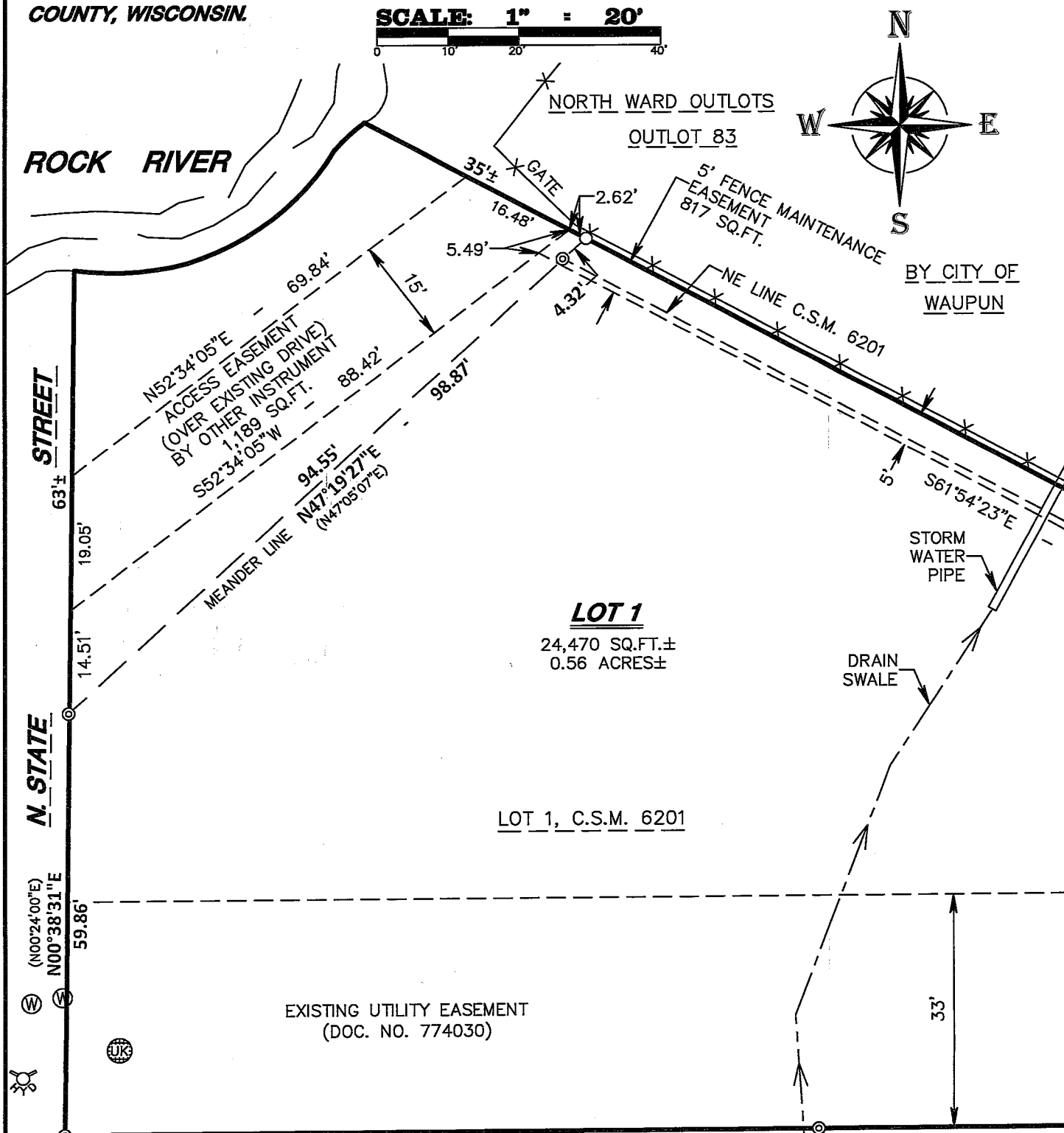
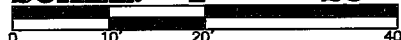


## FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

### GENERAL LOCATION

BEING LOT 1, C.S.M. NO. 6201 AS RECORDED ON VOL 41 OF C.S.M.S, PAGE 90 AND 90A, AS DOCUMENT NO. 731182 AND PART OF OUTLOT 83 OF NORTH WARD OUTLOTS, ALL LOCATED IN THE SE1/4 OF THE SW1/4, SECTION 32, T. 14 N, R. 15 E, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

SCALE: 1" = 20'



**OWNER:** CITY OF WAUPUN  
201 E. MAIN STREET  
WAUPUN, WI 53963

**CLIENT/OWNER:** MICHAEL D. & DEBRA M. LEU  
**LOT 1, C.S.M. 6201** 116 REINHARD STREET  
WAUPUN, WI 53963

As prepared by:

**G GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI 53901  
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877  
FAX: (808) 742-0434 E-MAIL: [surveying@grothman.com](mailto:surveying@grothman.com)  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. **920-544**



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 920-544

DWG. 920-544

SHEET 3 OF 4

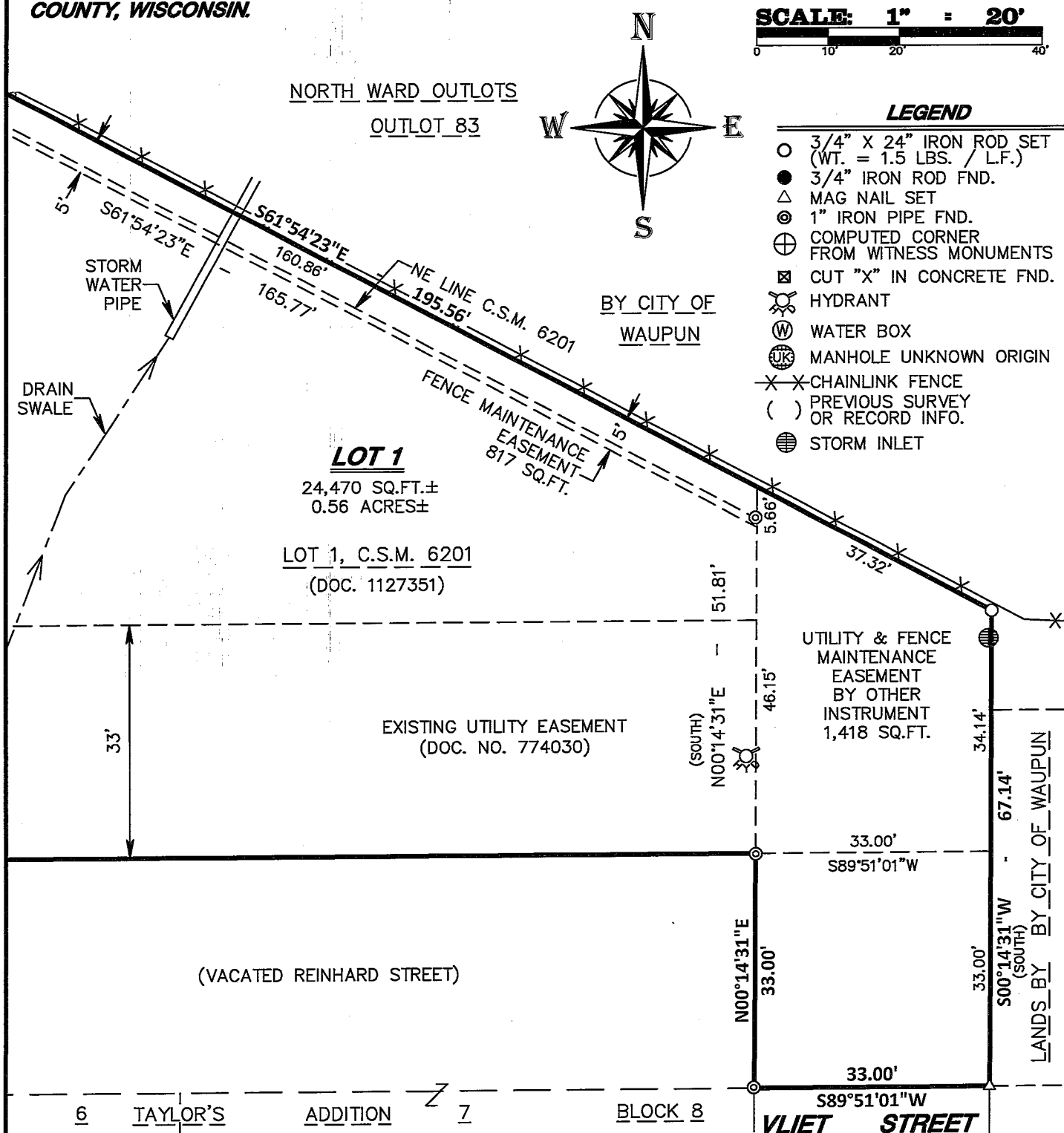
SEAL:



## FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

### GENERAL LOCATION

BEING LOT 1, C.S.M. NO. 6201 AS RECORDED ON VOL 41 OF C.S.M.S, PAGE 90 AND 90A, AS DOCUMENT NO. 731182 AND PART OF OUTLOT 83 OF NORTH WARD OUTLOTS, ALL LOCATED IN THE SE1/4 OF THE SW1/4, SECTION 32, T. 14 N, R. 15 E, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.



**OWNER:** CITY OF WAUPUN  
201 E. MAIN STREET  
WAUPUN, WI 53963

**CLIENT/OWNER:** MICHAEL D. & DEBRA M. LEU  
**LOT 1, C.S.M. 6201** 116 REINHARD STREET  
WAUPUN, WI 53963



As prepared by:

**GA GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



**G & A FILE NO. 920-544**



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 920-544

DWG. 920-544 SHEET 4 OF 4

## FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_ GENERAL LOCATION

**BEING LOT 1, C.S.M. NO. 6201 AS RECORDED ON VOL 41 OF C.S.M.S, PAGE 90 AND 90A, AS DOCUMENT NO. 731182 AND PART OF OUTLOT 83 OF NORTH WARD OUTLOTS, ALL LOCATED IN THE SE1/4 OF THE SW1/4, SECTION 32, T. 14 N, R. 15 E, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.**

### SURVEYOR'S CERTIFICATE

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Michael D. and Debra M. Leu**, I have surveyed, monumented, mapped and divided Lot 1, Certified Survey Map, No. 6201 as recorded in Volume 41 of Certified Survey Maps, pages 90 and 90A, as Document No. 731182 and part of Outlot 83 of North Ward Outlots, all located in the Southeast Quarter of the Southwest Quarter, Section 32, Town 14 North, Range 15 East, City of Waupun, Fond du Lac County, Wisconsin, described as follows:

Commencing at the South Quarter corner of said Section 32;  
thence South 89°47'41" West along the South line of the Southwest Quarter of Section 32, 257.19 feet;  
thence North 00°14'31" East along the centerline of Vliet Street and the Southerly extension thereof, 1,057.99 feet to the North right-of-way line of Vliet Street and the point of beginning;  
thence South 89°51'01" West along the North right-of-way line of Vliet Street, 33.00 feet to the Northeast corner of Lot 7, Block 8 of Taylor's Addition;  
thence North 00°14'31" East, 33.00 feet to the Southeast corner of Lot 1, Certified Survey Map, No. 6201;  
thence South 89°51'01" West along the South line of Lot 1, Certified Survey Map, No. 6201, 212.73 feet to the Southwest corner thereof and being a point in the East right-of-way line of North State Street;  
thence North 00°38'31" East along the East right-of-way line of North State Street and being the West line of Lot 1, Certified Survey Map, No. 6201, 59.86 feet to the Northwesterly corner of said Lot 1, Certified Survey Map, No. 6201, said point being South 00°38'31" West, 63 feet, more or less, from the water's edge of the Rock River and being the beginning of a meander line along said Rock River;  
thence North 47°19'27" East along said meander line and the Northwest line of Lot 1, Certified Survey Map, No. 6201 and its Northeast extension, 98.87 feet to a point being South 61°54'23" East, 35 feet, more or less, from the water's edge of the Rock River and being the end of the meander line along said Rock River;  
thence South 61°54'23" East, 195.56 feet to a point in the Northerly extension of the centerline of Vliet Street;  
thence South 00°14'31" West along the Northerly extension of the centerline of Vliet Street, 67.14 feet to the point of beginning.  
Containing 24,470 square feet, (0.56 acres), more or less. Intending to include all lands lying between the meander line herein described and the water's edge of the Rock River lying between a true Northerly extension of the Westerly line herein described and a true Northwesterly extension of the Northeasterly line herein described. Being subject to servitude's and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes, Wisconsin Administrative Code A - E7 and the City of Waupun Subdivision Ordinance to the best of my knowledge and belief.

*Scott P. Hewitt*

**SCOTT P. HEWITT**

Professional Land Surveyor, No. 2229

Dated: February 12, 2021

File No. 920-544

### COMMON COUNCIL RESOLUTION

**RESOLVED** that this Certified Survey Map in the **City of Waupun**, Fond du Lac County, Wisconsin is hereby approved and accepted by the Common Council.

\_\_\_\_\_

Date

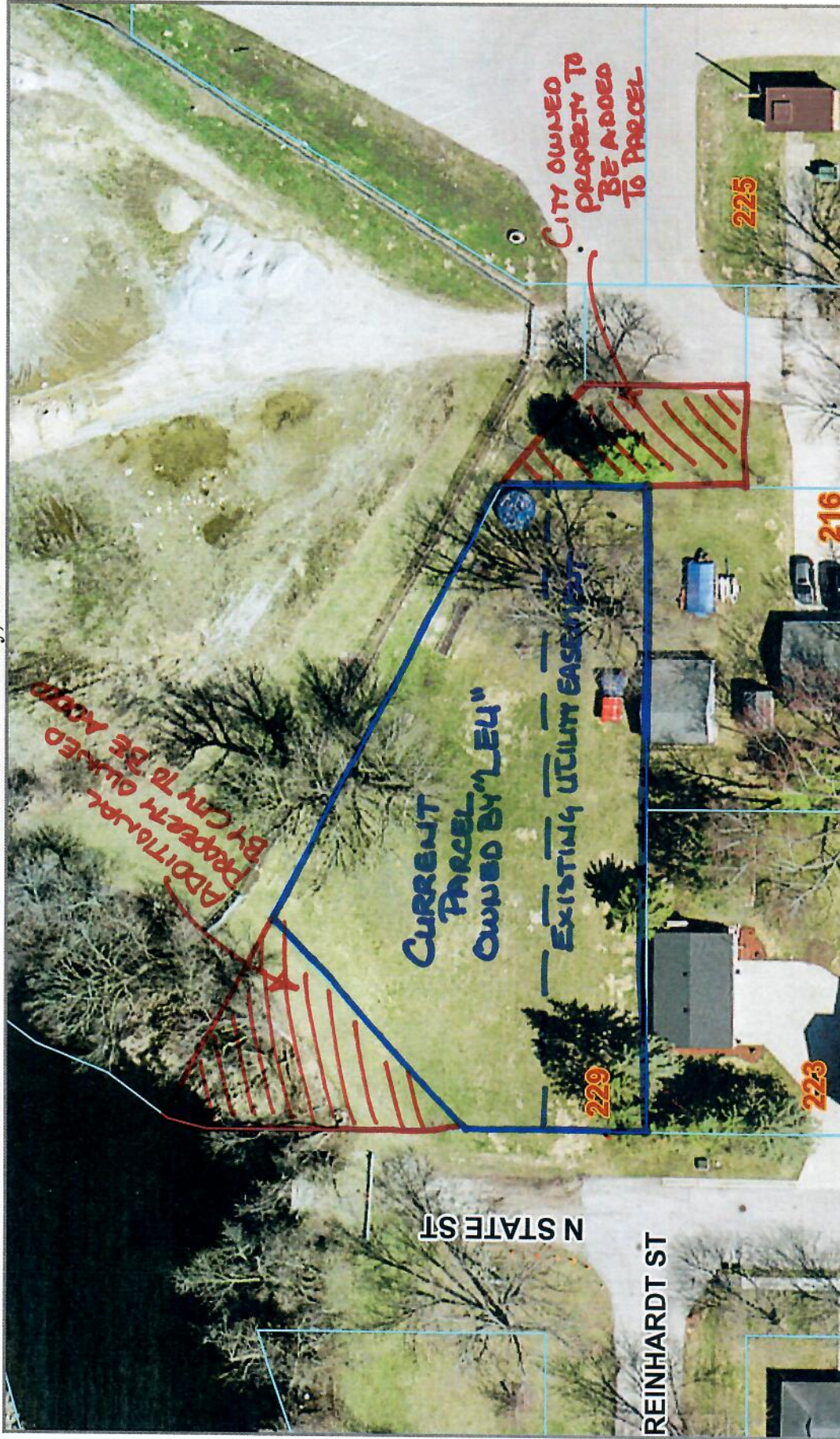
\_\_\_\_\_

Date

**OWNER:** CITY OF WAUPUN  
201 E. MAIN STREET  
WAUPUN, WI 53963

**CLIENT/OWNER:** MICHAEL D. & DEBRA M. LEU  
**LOT 1, C.S.M. 6201** 116 REINHARD STREET  
WAUPUN, WI 53963

Fond du Lac County, WI



Map Scale  
1 inch = 50 feet  
3/4/2021

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.





ENGINEERING | ARCHITECTURE | SURVEYING  
FUNDING | PLANNING | ENVIRONMENTAL  
201 Corporate Drive, Beaver Dam WI 53916  
(920) 887-4242 www.msa-ps.com  
© MSA Professional Services, Inc.

PROJECT NO. 15987005  
DRAWN BY: T. DAVIS  
SURVEYOR: M. LAUE  
FILE NO. Tanager CSM.DWG  
SHEET NO. 1 of 2

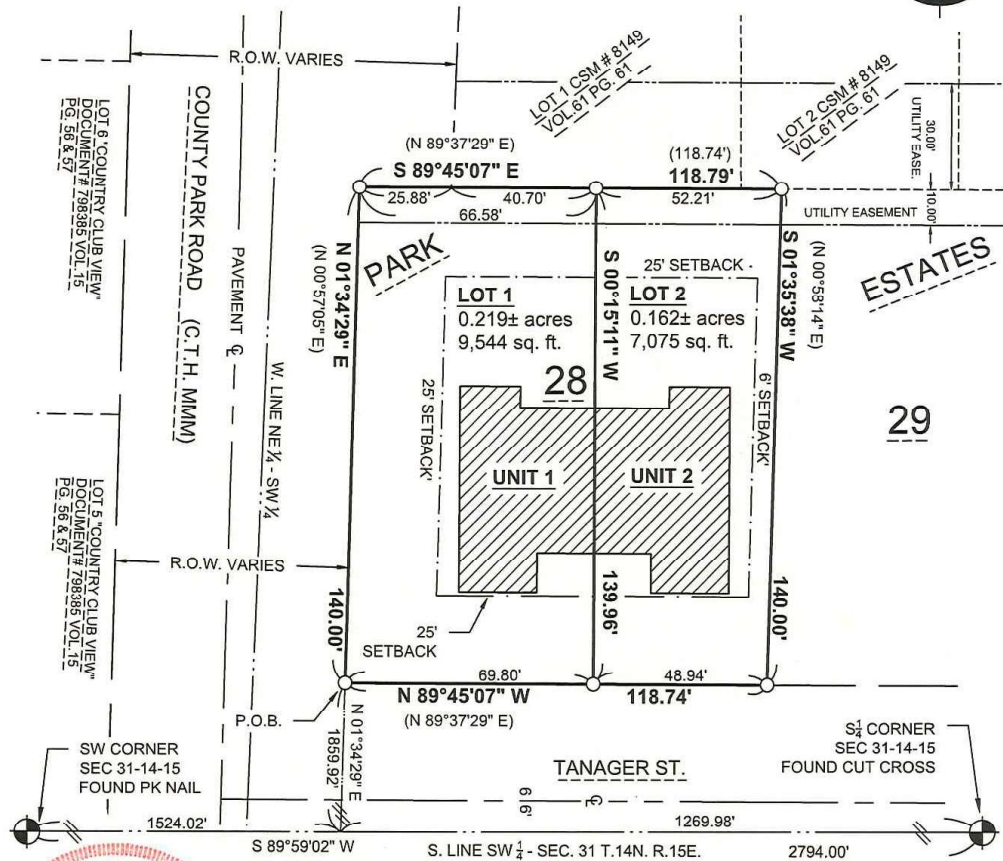
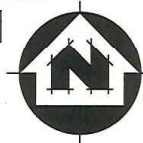
OWNER:  
ACS RBHS LLC.  
1032 TANGER ST.

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

A RESURVEY OF LOT 28 OF PARK ESTATES SUBDIVISION AS  
RECORDED IN VOLUME 13 PAGE 42 AND 43 IN THE REGISTER  
OF DEEDS OFFICE FOND DU LAC COUNTY AND BEING PART  
OF THE NE 1/4 - SW 1/4 OF SECTION 31, T.14N., R.15E., CITY  
OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

SAID PARCEL IS SUBJECT TO ALL EASEMENTS  
AND AGREEMENTS RECORDED AND UNRECORDED.

BEARINGS ARE REFERENCED TO THE  
FOND DU LAC COUNTY COORDINATE SYSTEM  
SOUTH LINE OF THE SW 1/4 OF SECTION 31  
WHICH BEARS S 89°59'02" W



LEGEND  
◆ FD. SECTION CORNER  
◆ FD. 1" IRON PIPE  
○ SET. 3/4" BY 18" IRON  
ROD - 1.50 LBS / FT



LOT 1 AREA:	9,544± SQ. FT. 0.219± ACRES
LOT 2 AREA:	7,075± SQ. FT. 0.162± ACRES
TOTAL AREA:	16,619± SQ. FT. LOTS 1 & 2 0.381± ACRES



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FUNDING | PLANNING | ENVIRONMENTAL  
201 Corporate Drive, Beaver Dam WI 53916  
(920) 887-4242 www.msa-ps.com  
© MSA Professional Services, Inc.

PROJECT NO. 15987005

DRAWN BY: T. DAVIS

CHECKED BY: M. LAUE

FILE: TANAGER CSMs.DWG

SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

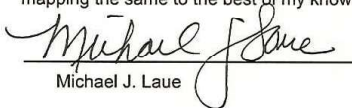
**SURVEYOR'S CERTIFICATION**

I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a resurvey of Lot 28 of Park Estates Subdivision as recorded in Document # 457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

**LEGAL DESCRIPTION**

Lot 28 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

 02/16/2021  
Michael J. Laue



**CITY OF WAUPUN APPROVAL**

This Certified Survey Map is hereby approved by the City of Waupun.

\_\_\_\_\_  
JULIE NICKEL  
MAYOR

\_\_\_\_\_  
Date

LOT 1 AREA:	9,300± SQ. FT. 0.213± ACRES
LOT 2 AREA:	7,306± SQ. FT. 0.168± ACRES
TOTAL AREA: 16,606± SQ. FT. LOTS 1 & 2 0.381± ACRES	





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FUNDING | PLANNING | ENVIRONMENTAL  
201 Corporate Drive, Beaver Dam WI 53916  
(920) 887-4242 www.msa-ps.com  
© MSA Professional Services, Inc.

PROJECT NO. 15987005

DRAWN BY: T. DAVIS

CHECKED BY: M. LAUE

FILE: Tanager CSMs.DWG

SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

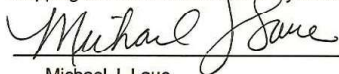
**SURVEYOR'S CERTIFICATION**

I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a resurvey of Lot 27 of Park Estates Subdivision as recorded in Document # 457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

**LEGAL DESCRIPTION**

Lot 27 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

 02/16/2021  
Michael J. Laue



**CITY OF WAUPUN APPROVAL**

This Certified Survey Map is hereby approved by the City of Waupun.

\_\_\_\_\_  
JULIE NICKEL  
MAYOR

\_\_\_\_\_  
Date

## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Emergency Medical Responder Job Description

**AGENDA SECTION:** RECOMMENDATION FROM  
BOARDS, COMMITTEES,  
COMMISSIONS

**PRESENTER:** B.J. DeMaa, Fire Chief /  
Emergency Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Safe, Healthy, and Sustainable Community High Performance Government	\$0	

**ISSUE SUMMARY:**

Over time, the City has experienced a consistent uptick in 9-1-1 ambulance calls with call volume from Quarter 4 2020 up 30% over the same time period previous year. Neither the Fire Department nor the Police Department are trained as state-certified Emergency Medical Responders. The City currently provides ambulance service through a contract with Lifestar and periodically we are experiencing response times that fall outside our standard. It is important to note that there will be time with any ambulance service where resources will be consumed and mutual aid agreements are in place to support needs during those times. However, as demand continues to grow, we believe a proactive approach is needed to ensure quality service for our residents and are proposing the addition of an Emergency Medical Responder (EMR) unit to supplement our current ambulance service.

At the February 23, 2021 Special Common Council meeting, the Council approved up to \$15,000 to be used for training of Emergency Medical Responders. As part of that process, we have created the attached job description which details the scope of work for this position.

This job description was approved unanimously by the Police and Fire Commission.

**STAFF RECOMMENDATION:**

Approve the Emergency Medical Responder job description.

**ATTACHMENTS:**

Emergency Medical Responder job description

**RECOMMENDED MOTION:**

Approve the job description for the Emergency Medical Responder position.

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-10**

**Position Description – Emergency Medical Responder (EMR)**

**Position Title:** Emergency Medical Responder (EMR)

**Position Purpose:**

With a limited amount of equipment, the EMR answers emergency calls to provide efficient and immediate care to ill and injured patients. EMRs document the care they provide to a patient and report them to the responding EMS unit or the receiving medical facility staff. EMRs may also provide support, based on the organization's scope of care, to EMTs, EMT-A, and Paramedics. At the completion of calls, EMRs will restock used supplies and clean/disinfect all equipment. After receiving notification of an emergency, the EMR safely responds to the address or location given, following all traffic laws, using the most expeditious route, depending on traffic and weather conditions.

**Essential Duties and Responsibilities:**

- A. Provide Care to Ill and Injured Patients:** Conduct size-up of scene to ensure it is safe to enter. Identify the total number of patients and request additional help if necessary. Identify the mechanism of injury or nature of illness. Render emergency medical care to adults, children and infants based on assessment findings.
- B. Document Patient Care and Provide Reports:** Document all patient care and provide report to EMTs, EMT-A, and Paramedics upon transfer of patient care.
- C. Assist EMTs, EMT-A, and Paramedics within Scope of Care:** Provide help to EMS unit when requested. This may include operating the ambulance to the medical care facility.
- D. Restock and Clean all Equipment:** Restock and replace any used supplies. Clean and disinfect reusable equipment. Ensure all equipment is ready for next response.
- E. Conduct Post-Trip Inspections of Emergency Vehicles:** Conduct and document the inspection of emergency vehicles after each response. Ensure the vehicle is readied for the next response.
- F. Provide Support in the Rehab Sector at Fire Scenes:** Conduct vital testing. Ensure firefighters are properly hydrating while in the rehab sector. Ensure firefighters meet the appropriate vitals prior to being released from rehab. Recommend transport to a medical facility if vitals suggest.
- G. Adhere to all Traffic Laws while Responding:** Adhere to all traffic laws when responding in Personally Owned Vehicles (POV). Responses in emergency vehicles shall be in accordance with Fire Department Policies.



**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-10**

**Position Description – Emergency Medical Responder (EMR)**

**H. Initiate or Assist with Traffic Control:** In the absence of law enforcement or fire crews, create a safe traffic environment such as the placement of road flares/cones, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients.

**I. Other Duties and Responsibilities as Assigned.**

**Qualifications:**

- A. 18 years of age or older.
- B. Complete and successfully pass a background check.
- C. Complete and successfully pass a driving history check.
- D. Professional rescuer level CPR.
- E. Have and maintain current EMR Card or Certificate in good standing issued by the Wisconsin Technical College System, WI Department of Health Services, or the National Registry of Emergency Medical Technicians (NREMT).
- F. Maintain a valid driver's license.

**Knowledge, Skills, Abilities, Personal Attributes:**

- A. Ability to plan, assign and coordinate the work of a number of subordinate fire protection personnel and civilian subordinates;
- B. Ability to instruct, assign, and review the work of others;
- C. Ability to counsel, mediate and provide supervision;
- D. Ability to persuade, convince, and train others;
- E. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations;
- F. Ability to apply knowledge of the principle of fire administration and of accepted practices and procedures;

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-10**

**Position Description – Emergency Medical Responder (EMR)**

- G. Ability to apply knowledge of proper and effective methods of deploying personnel in accordance with actual and anticipated emergencies;

**Physical Demands and Work Environment:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of an EMR, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- B. Ability to operate a variety of equipment such as, but not limited to, a piece of fire apparatus, mobile radio, portable radio, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, photocopying machine, and telephone;
- C. Ability to attend and react appropriately in emergency situations;
- D. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- E. Ability to hear and smell and to perceive and discriminate smells and sounds.
- F. Work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations.
- G. Noise level is moderate to loud and depends on the location of duties performed.
- H. Position requires the ability to perform in dangerous situations under high levels of stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and

**WAUPUN FIRE DEPARTMENT**

**POLICY NO.: 3-10**

**Position Description – Emergency Medical Responder (EMR)**

encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Waupun Downtown Promotions Inc.  
PO Box 466  
Waupun, WI 53963  
920.948.4384  
waupunfarmersmarket@gmail.com

March 18, 2021

Angie Hull, City Clerk City of Waupun

Dear Angie,

On behalf of the Waupun Downtown Promotions Inc., we are seeking council approval for the 2021 Downtown Farmers Market. Details are outlined below. Please let me know if you require additional information or have any questions.

Thank you for your time and consideration,  
---Casey Koehler, Farmers Market Manager

#### 2020 Downtown Farmers Market Information

Designated area: O'Connor, Wells, & Vander Werff LLC. Parking lot ( 111 E. Main St.) overflow onto Forest St and into City Halls parking lot if needed.

Dates: Saturdays: June 5<sup>th</sup> – September 25<sup>th</sup>, 2020

Time: 8am-12pm noon

Set up time: 7am

#### Fees:

- Vendor, 17 ---week season pass, one stall: \$50
- Vendor, 17 --- week season pass, two stalls: \$85
- Vendor, weekly pass: \$10

#### Needs from the city (same as 2021):

- Access to City Hall (restrooms & electricity via interior outlet by west building entrance) via key issued to the Farmers Market Manager
- Barricades (four)
- Garbage can (two)
- Picnic table (one)
- Use of – access to – city storage building to house/store: barricades, garbage can, picnic table; as well as Farmers Market yard sign and tent.

#### Vendor List 2020:

Windy Hill Specialty Farm, LLC (beef); Highline Heritage Hogs (pork); R Sunny Arces LLC (eggs), Casey Despres: honey, syrup, canned goods & produce; Daybreak Gardens; Waunita Schlom: hand---made baby items; Liana Wagner: hand---made soaps & produce; Doris Trattles: hand---made dish cloths; Guth's Candy: coffee & popcorn; Beth Hull: crafts, Critters Inc (produce); Rueben Ruch (Garlic); Ren Floral LLC. (fresh flowers); Samantha Eachus (bakery); Howard & Shar TeBeest (flowers & produce); Lorna Patrouille (crafts); Don Pausma (pumpkins); Deborah Leser (crafts); Saputo Cheese USA - Sarah Post (cheese); Karla Ceman (jams & salsas); Leah Kielmann (crafts); Brenda Rilling (sewing items); Tom Dooley's Orchard - Sue Vande Slunt (bakery); Eric Schaver (asparagus); Engineered Organix LLC (CBD products); The Pickle Lady - Heidi Antoni (pickles), Sully's - Larry & Gail Sullivan (sporting goods & clothing); Jesalyn Casey (cupcakes); Terry Van Buren (woodworking); Kelly Pochant (paintings); Arlene Alecher (produce); Waupun High School Trap Team (Chicken Pot Pies); Waupun Kiwanis (produce – corns & beans).



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Authorization for Use of City Land - Hero's Hunt for Veterans

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

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### ISSUE SUMMARY

2021 provides for the 8<sup>th</sup> year the Hero's Hunt for Veterans have made request for the use of City land, located at the City Garage Landfill, for the hunting season.

Brian Ball requests to prepare and place blinds, beginning in April, to be able to hunt the land in September.

### STAFF RECCOMENDATION:

Approve the request for hunting of City land.

### ATTACHMENTS:

None

### **RECOMMENDED MOTION:**

Motion to approve the Hero's Hunt for Veterans Program, the use of City land located at the City Garage Landfill, for hunting purposes



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** City of Waupun 2020 Annual MS4 Report

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Sustainability		

### ISSUE SUMMARY:

Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. Under this legislation, the city is one of roughly 256 municipalities listed as a federally designated urbanized area with a population exceeding 10,000 as of the latest decennial census. MS4 permits are effective for a period of up to five years and must be updated and reissued at that time. The City of Waupun's 2020 MS4 report is attached and includes an extensive list of tactics that the City completes each year to meet the conditions of our MS4 permit which was issued May 1, 2019. The report must be adopted by the Council prior to being submitted to the DNR at the end of March.

### STAFF RECCOMENDATION:

Approve the City of Waupun 2020 annual MS4 report

### ATTACHMENTS:

Annual MS4 report

### RECCOMENDED MOTION:

Motion to approve the City of Waupun 2020 annual MS4 report

AGENDA ITEM: #

DATE: [EnterDate]

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

## Reporting Information

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

**Project Name:** 2020 Annual MS4 Report

**County:** Dodge

**Municipality:** Waupun City

**Permit Number:** S050075

**Facility Number:** 31437

**Reporting Year:** 2020

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
  
- Attach the following permit compliance documents as appropriate using the attachments tab above
  - Storm Water Management Program *(S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.)*
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.)*
  - Total Maximum Daily Load documents *(\*If applicable, see permit for due dates.)*
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
    - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
  
- Sign and Submit form



**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information****Name of Municipality** Waupun City**Facility ID # or (FIN):** 31437**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** 201 E Main Street**Mailing Address 2:****City:** Waupun**State:** Wisconsin**Zip Code:** 53963 xxxxx or xxxxx-xxxx**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact**First Name:** Jeff**Last Name:** Daane☒ Select to **update** current contact information**Title:** Public Works Dir.**Mailing Address:** 201 E Main St**Mailing Address 2:****City:** Waupun**State:** WI**Zip Code:** 53963 xxxxx or xxxxx-xxxx**Phone Number:** 920-324-7918 Ext: xxx-xxx-xxxx**Email:** jeff@cityofwaupun.org**Additional Contacts Information (Optional)**☐ I&E Program

**Individual with responsibility for:  
(Check all that apply)**

- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

XXXXX or XXXXX-XXXX

**Phone Number:**

Ext:

XXX-XXX-XXXX

**Email:**

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Protect Wisconsin Waterways

☒ Public Involvement and Participation Protect Wisconsin Waterways

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☒ Post-Construction Storm Water Management MSA Professional Services

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

**Missing Information**

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	1/1/2020		
<b>Project/Event Name</b>	Website Information - Stormwater Management / Stormwater Around Your Home / Const...		
<b>Delivery Mechanism</b>	Website * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Event Start Date</b>	4/13/2020		
<b>Project/Event Name</b>	Clean Sweep Program / Yard Waste Pick-up		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)* * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Event Start Date</b>	1/1/2020		
<b>Project/Event Name</b>	Cleaning up after your Pets		
<b>Delivery Mechanism</b>	Passive print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	4/21/2020		
<b>Project/Event Name</b>	Maintenance reporting requirements for stormwater BMP's		
<b>Delivery Mechanism</b>	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	5/12/2020		
<b>Project/Event Name</b>	Grass Clippings Door Hangers		
<b>Delivery Mechanism</b>	Distribution of print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
--	---	--	--

**b.** Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City of Waupun is a paying member of the Rock River Stormwater Group. This group is responsible for stormwater education and outreach in Waupun. Their annual report is always submitted with the City's annual MS4 Report.

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

**a. Permit Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	3/9/2021		
<b>Project/Event Name</b>	Board of Public Works Meeting		
<b>Delivery Mechanism</b>	Citizen committee meeting		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Event Start Date</b>	3/9/2021		

<b>Project/Event Name</b>	Common Council Meeting		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	1/1/2020		
<b>Project/Event Name</b>	Public Involvement		
<b>Delivery Mechanism</b>	Other hands-on event		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

**c. Brief explanation on Public Involvement and Participation reporting.** *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City of Waupun works with Rock River Storm Water Group. This group does many volunteer activities each year. Because of COVID 19 restrictions in 2020 most of their in person activities this year were canceled. See attachment

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?  ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges?  ☐ Unsure
- 
- d. How many illicit discharge complaints did the municipality receive?  ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges?  ☐ Unsure
- 
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?  ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | <input type="text" value="0"/> |

Additional Information: \_\_\_\_\_

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment

## Missing Information

**Do not close** your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?  ☐ Unsure
- c. How many erosion control inspections did the municipality  ☐ Unsure

complete in the reporting year?

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☒ Verbal Warning

2

☒ Written Warning (including email)

0

☒ Notice of Violation

0

☐ Civil Penalty/ Citation

☒ Stop Work Order

0

☐ Forfeiture of Deposit

☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities\* have received local approval ? ☐ Unsure

4

\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

- b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure

12

Inspections completed by private land owners should be included in the reported number.

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☒ Verbal Warning



☒ Written Warning (including email)

0

☒ Notice of Violation

3

☐ Civil Penalty/ Citation

0

☐ Forfeiture of Deposit

☐ Complete Maintenance

☒ Bill Responsible Party

0

☐ Other - Describe below

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ?  ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ?  ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year?  ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Embankment & emergency spillway, outlet structure, permanent pool / pond bottom

- e. How many of these facilities required maintenance?  ☐ Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP?  ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year?  ☐ Unsure

i. Have amendments to the SWPPPs been made?

☐ Yes ☒ No ☐ Unsure

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attachment

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?  
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed?  ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
☒ Yes - Explain frequency Every 2 weeks between April and November  
☐ No - Explain \_\_\_\_\_  
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☒ Not Applicable

Collection Services - Leaf Collection Program ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?  
☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure  
☐ Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?  
Spring - 3 weeks / Fall - 5-6 weeks
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach*

supplemental information on the attachments page

See attachment

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?  ☐ Unsure

ab. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="92"/>	<input type="text" value="138"/>	<input type="text" value="144"/>	<input type="text" value="46"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8346"/>	<input type="text" value="9980"/>	<input type="text" value="7058"/>	<input type="text" value="3555"/>

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
<input type="text" value="9/8/2020"/>	<input type="text" value="Smart Salting"/>	<input type="text" value="11"/>

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

See attachment

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Elected officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

Municipal Officials

All municipal officials are sent the agenda for the Board of Public Works meetings are are welcome to attend and offer comments or concerns.

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

All Department Managers are notified of the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☒ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The storm sewer map was updated to identify large capacity outfalls and with information from 2020 construction projects, also all private/public BMP's.

Do not close your work until you SAVE.

Form 3400-224 (09/20)

**Final Evaluation - Complete****Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

**Element:** Public Education and Outreach

0	0	0	<u>General revenue fund</u>
---	---	---	-----------------------------

**Element:** Public Involvement and Participation

5000	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

26422	46500	46500	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Construction Site Pollutant Control

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

**Element:** Post-Construction Storm Water Management

0	0	0	<u>Permit fee and/or deposit/escrow</u>
---	---	---	---

**Element:** Pollution Prevention

212043	399130	1821376	<u>Storm water utility</u>
--------	--------	---------	----------------------------

**Other (describe)**

Diggers Hotline Locates, Projects, Salaries/Wages,  
Repairs/Maintenance

294670	322345	280747	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

The City of Waupun does not break out funding into permit program elements. This is the best estimate as to where the funding goes.

## Water Quality

**a:** Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

## Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

## Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Waupun City is subject to the following approved TMDLs: Rock River Basin and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

**[A.5.2] The Permittee will be submitting a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 that shows an additional 20% Total Suspended Solids (TSS) and 10% Total Phosphorus (TP) pollution reduction from current ch. NR 151, Wis. Adm. Code, standards.**

The permittee is confirming that all planned efforts are on schedule to submit the required information by October 31, 2021.

☒ Agree ☐ Disagree

## Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*



Do not close your work until you SAVE.

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Form 3400-224 (09/20)

### Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation



Do not close your work until you **SAVE**.

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Storm Sewer System Map

 File Attachment

[2020StormSewerMap.pdf](#)

### Attach - Other Supporting Documents

#### AR EO

 File Attachment

[PublicEducationandOutreachSummary-2020.docx](#)

#### AR IP

 File Attachment

[PublicInvolvementandParticipationSummary-2020.docx](#)

#### AR IDDE

 File Attachment

[IllicitDischargeSummary-2020.docx](#)

#### AR CSPC

 File Attachment

[ConstructionSitePollutantControlSummary-2020.docx](#)

#### AR PCSSW

 File Attachment

[PostConstructionStormWaterManagementSummary-2020.docx](#)

#### AR PP

 File Attachment

[PollutionPreventionSummary-2020.docx](#)

#### AR SWMap

 File Attachment

[ExistingStructuralBMPs.pdf](#)

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## AR SWMap

 File Attachment

[MajorOutfalls.pdf](#)

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## AR SWMap

 File Attachment

[Parkmap2019.pdf](#)

---

## AR SWMap

 File Attachment

[SnowDumpingSiteMap.pdf](#)

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## AR SWQM

 File Attachment

[StormWaterQualityManagementSummary-2020.docx](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

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(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with the permittee's governing body or delegated representatives.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Waupun City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

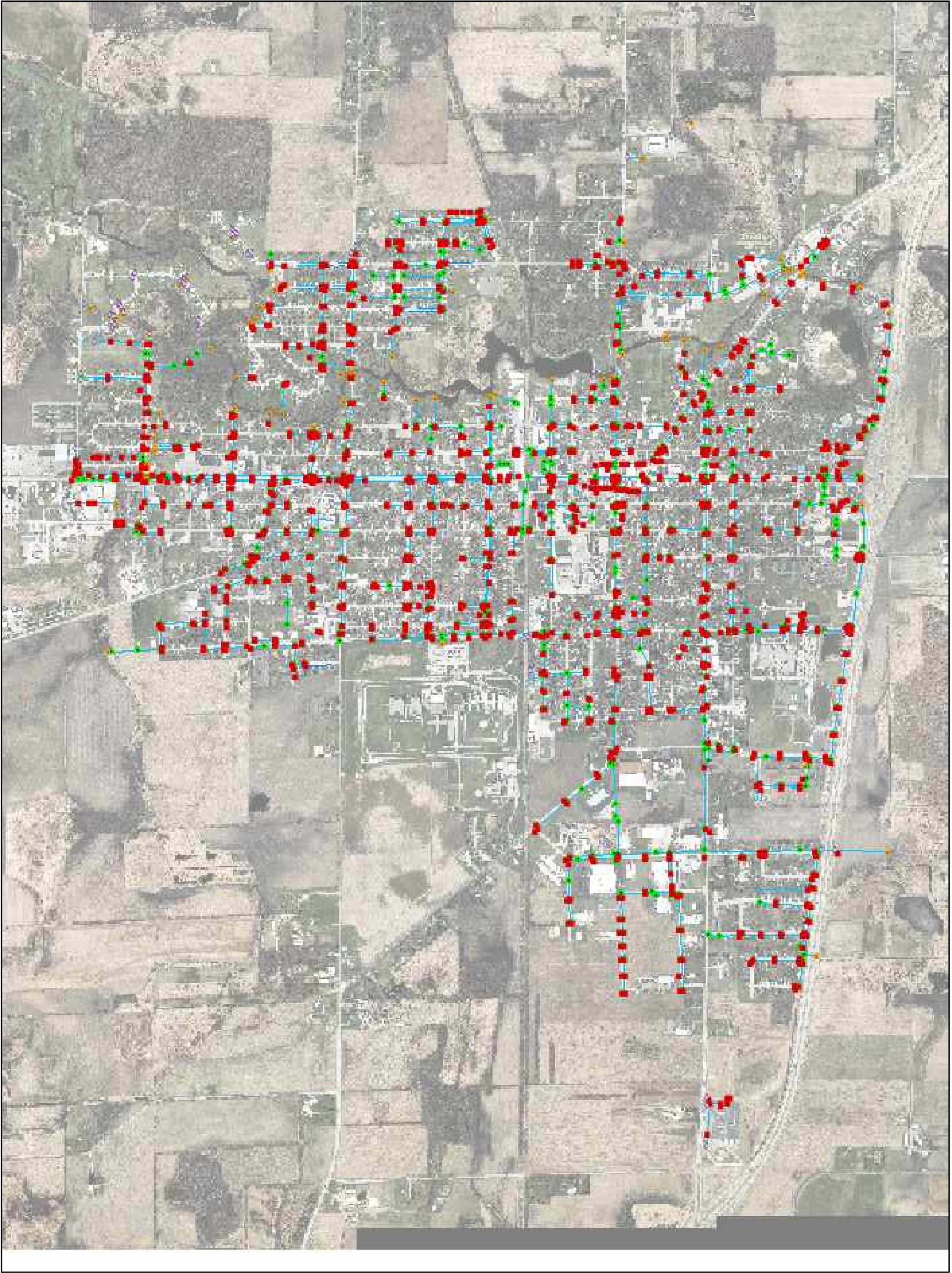
**Name:**

**Title:**

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



**Storm Sewer System Map**

**Legend**

- Storm\_Inlets
- Storm\_Manholes
- Endwalls
- Outfalls
- storm\_lines

City of Waupun  
Dodge and Fond du Lac Counties, WI



## Public Education and Outreach Summary - 2020

The City of Waupun covered the following topics in 2020.

1. Illicit Discharge Detection and Elimination
  - a. ([City of Waupun website](#))
  - b. The City issued 7 Ordinance violations to residents in 2020 for blowing grass clippings into the street
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing ([City of Waupun Website](#) and [Protect Wisconsin Waterways website](#))
3. Yard Waste Management / Pesticide and Fertilizer Application ([City of Waupun Website](#))
4. Stream and Shoreline Management ([Protect Wisconsin Waterways website](#))
5. Residential Infiltration ([Protect Wisconsin Waterways website](#))
6. Construction Site and Post Construction Stormwater Management.

2020 was a difficult year to do any active Public outreach due to COVID 19. The schools went virtual and almost all community events were cancelled for the year. The City had to rely on more passive mechanisms this year than originally planned.

The City of Waupun is a paying member of the Rock River Stormwater Group/Protect Wisconsin Waterways. This group is responsible for a large portion of the stormwater education and outreach in Waupun. Their annual report is attached to the MS4 Annual Report.

### #2 – Household Hazardous Waste Disposal

Dodge and Fond du Lac both held Clean Sweep programs in 2020. Dodge County's was held on August 29, 2020 in Beaver Dam and Fond du Lac's was held on October 31, 2020 in Fond du Lac. City of Waupun residents were allowed to bring items to either location. This was advertised on the City's website, the County's Websites, Facebook pages, newspaper articles, and on the Radio (97.7 FM)

### #3 – Yard Waste Management

The City offers curb side pickup of yard waste materials twice a year. In the spring the pick-up is usually 3 weeks long and in the fall the pick-up is 5-6 weeks long (depending on the weather). We also offer a 24 hr/7 day a week drop off site for yard waste materials.

### #6 - Construction Site and Post Construction Stormwater Management.

Signage is posted on all new construction sites that are over 1 acre as well as single family home construction.

The City requires all private stormwater ponds to be inspected annually. This is part of a Long Term Maintenance Agreement that is recorded with the County for each pond. There were 13 letters sent to property owners in April of 2020. The property owners were given until August 1, 2020 to return their inspections or the City would inspect them and assess the cost of the inspections to the tax bill for that property. The City received 9 inspections back from property owners and had to contract with MSA Professional Services to complete the remaining inspections.

## **Public Involvement and Participation Summary – 2020**

1. Annual Report – The annual report was presented to the Board of Public Works at the March 9, 2021 meeting. There were \_\_\_\_ citizen members and \_\_\_\_ council members that attended the meeting. There were also \_\_\_\_ department managers and \_\_\_\_ residents that attended the meeting.
2. Stormwater Management Program  
The City's Stormwater Management Program was created in 2021. This program was approved by the Common Council at the March 9, 2021 meeting. There were \_\_\_\_ council members, \_\_\_\_ department managers, \_\_\_\_ city staff, and \_\_\_\_ residents that attended the meeting.
3. Adoption or amendment of stormwater related ordinances.  
There were no changes to any of the stormwater related ordinances in 2020.

## **Volunteer Activities:**

1. The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year. 2020, however was different because of COVID-19 restrictions. Most of their in person activities for this year were cancelled. Their annual report is attached to the MS4 annual report.
2. The City of Waupun works with the Waupun Area School District Senior Democratic Class each year to do storm drain stenciling projects. In 2020 however, this was not completed due to COVID-19 and the schools doing Virtual Instruction for the end of the 2019-2020 School Year.

**Illicit Discharge Summary – 2020**

The City of Waupun has 84 Outfalls. They range in diameter from 10" to 60". There are presently 14 Outfalls that are 36" or larger.

The City inspected 17 Outfalls in 2020, of those inspected 2 were major outfalls. The inspection reports for Outfalls are completed in the City's asset management software "Cartegraph".

The City's Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 and has been submitted to the DNR on previous MS4 reports. No changes were made to the ordinance in 2020. (Chapter 26 of the Waupun Municipal Code).

### Construction Site Pollutant Control – Summary - 2020

Chapter 23 of the Waupun Municipal Code was created in 2005, amended in 2010, and 2018. There were no amendments made to the ordinance in 2020.

# of Building Permits Issued by the City	240
# of Land Disturbing Sites in 2020	43
# of Land Disturbing Sites over 1 acre in 2020	3
# of Site Inspection Visits Conducted (sites over 1 acre):	53
# of Violations Observed:	2
# of Stop Work Orders Issued:	0
Comments: When construction erosion problems are observed the contractors are given verbal instructions on the required corrections. These sites are re-inspected within one or two days. This approach has proven effective in achieving compliance with meeting erosions control requirements.	



## Post Construction Storm Water Management Summary – 2020

# of Site Plan Reviews in 2020	7			
<b>New Development</b>	<b>Project Size (acres)</b>	<b>Land Use</b>	<b>SWM Plan Required/Submitted</b>	<b>Completed in 2020?</b>
Dentistry of Wisconsin 412 Shaler Dr	1.5 Acres	Commercial	Y	N
Pine Valley Apartments 677 – 785 Mayfair St	>1 acre	Commercial	Y	Y
<b>Re-Development</b>	<b>Project Size (acres)</b>	<b>Land Use</b>	<b>SWM Plan Required/Submitted</b>	<b>Completed in 2020?</b>
Our Bar 433 E Main St	<1	Commercial	N	Yes
Insight FS 1208 W Brown St	>1	Commercial	Y	Y
Judson's 412 E Main St	<1	Commercial	N	N
Gysbers Jewelry 305 W Main St.	<1	Commercial	N	Y
Municipal Well & Pump 1212 Storbeck Dr	<1	Commercial	N	N

MSA reviewed and approved the stormwater plans for the following:

- 412 Shaler Dr. – Long Term Maintenance agreement recorded with Dodge County
- 677-785 Mayfair St. – No Long Term Maintenance agreement as this property drains to the Municipal Owned pond at the intersection of Mayfair St. and Watertown St.
- 1208 W Brown St. Long Term Maintenance agreement has been sent to Dodge County for recording, but we have not received the recorded document yet.

The rest of the projects did not require stormwater plans as they are smaller projects.

### Existing Long Term Maintenance agreements / inspections and enforcement

The City owns 5 storm water ponds and those are inspected annually. The inspections were completed in March and July of 2020 and the findings are in the City's Asset Management Program (Cartegraph)

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City hires a firm to complete the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2020, 13 letters were sent out. We received 9 inspections back from the property owners and MSA completed 3 inspections that were assessed to tax bills.

## Pollution Prevention Summary – 2020

### Storm Water Management Facilities

#### STORM WATER MANAGEMENT FACILITIES

TABLE 2

Map Key	Name	Type	Const. Year	Management Plan	Maintenance Agreement	Record Drawing
BC1	Baseball Complex 1	Municipal	2011	Y	Y	Y
BC2	Baseball Complex 2	Municipal	2011	Y	Y	Y
BC3	Baseball Complex 3	Municipal	2011	Y	Y	Y
BD EYE	BD Eye Clinic	Private	2010	Y	Y	Y
CH1	Christian Home 1	Private	2019	Y	Y	Y
CH2	Christian Home 2	Private	2019	Y	Y	Y
CH3	Christian Home 3	Private	2019	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CWC	Central WI Christian School	Private	2020	Y	Y	Y
FEP 1	Fairway Estates Pond 1	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 2	Fairway Estates Pond 2	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 3	Fairway Estates Pond 3	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 4	Fairway Estates Pond 4	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 5	Fairway Estates Pond 5	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 6	Fairway Estates Pond 6	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 7	Fairway Estates Pond 7	Private	2004	Y	N (prior to Ordinance Development)	Y
FLEX	Flexographic	Private	2014	N	N	N
GRAND	Grand Central	Private	2005	Y	Y	Y
HOC	Hockey Association	Municipal	pre 1992	N	Y	N
IFS	Insight FS	Private	2020	Y	Y (Not recorded)	Y
IFS 2	Insight FS 2	Private	2020	Y	Y (Not recorded)	Y
LA	Lamers	Private	2014	Y	Y	Y
LS	Lincoln & Shaler	Municipal	2011	N	Y	Y
MAY	Mayfair & Watertown	Municipal	2013	N	Y	Y
MVP	Meadowview	Private	2018	Y	Y	Y
NA	Navis	Private	2019	N	Y (Not recorded)	Y
PR	Prairie Ridge	Private	2008	Y	Y (Not recorded)	Y
SHALER	Shaler	Municipal	2014	N	Y	Y
STAN	Stanton Subdivision	Municipal	2006	N	Y	Y
TAN	Tanager Street	Municipal	2020	N	Y (to be done)	Y

TS	Truck Stop	Municipal	2018	N	Y	Y
WH	Waupun Hospital	Private	2016	Y	Y (Not recorded)	Y
WHS	High School	Private	2017	Y	Y	Y
WSA	Wilcox Street Apartments	Private	2003	Y	N (prior to Ordinance Development)	Y
WSS	Waupun Self Storage	Private	2020	Y	Y	Y

#### **BMP Maintenance Plan**

The City inspected five (5) municipal owned BMP's in March and July of 2020. The inspection reports are stored in the City's Asset Management Software (Cartegraph)

For private BMP's, the ones with a recorded Long Term Maintenance Agreement were sent letters in April of 2020 to complete the required inspections. We sent out 13 letters and received 9 inspections back. MSA Professional Services completed the other required inspections and the fees associated to that were assessed to the property owner on the 2020 tax bill.

#### **Municipally Owned Public Works Facilities**

The SWPPP for the Waupun Public Works garage was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the plan.

#### **Measures to reduce municipal sources of storm water contamination within source water protection areas**

Vehicle Maintenance – The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

#### **Routine Inspection and maintenance of municipal owned or operated structural stormwater management facilities:**

In 2020 the following activities were completed:

153 Catch Basins Cleaned/Inspected (the City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those.

3 Storm Manholes were cleaned/inspected

35 Catch basins were repaired

9 Storm Manholes were repaired

1 Outfall was repaired

4 Storm sewer pipes were repaired

#### **Routine Street Sweeping and Cleaning of catch basins with sumps where appropriate**

The City operates one Global M4HSD Mechanical Street Sweeper. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring cleanup all streets are cleaned every other week until late fall. There are approximately lane miles that the street sweeper cleans. There are approximately 45 lane miles that the street sweeper cleans each round.

The City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those. We currently have 1,432 catch basins and 40 miles of storm sewer. The City operates a Versa Vac Trailer to clean the catch basins.

**Proper disposal of street sweeping and catch basin cleaning waste**

Materials are disposed of on the City property near the City's Public Works yard. The material deposit site is cleaned for blowing trash every two weeks. If there is any contamination, the debris is hauled to a licensed landfill.

**Leaf and grass clippings management**

Grass clippings and yard waste can be delivered to the municipal garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick up of leaves, grass clippings, and yard waste two times a year, approximately 4 weeks in the Spring of the year and approximately 7 weeks in the Fall. The City operated two Giant Leaf Vac's to complete curbside pickup.

Brush can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick-up of branches in the spring and fall of the year. The brush is chipped into wood mulch curbside by a Brush Bandit chipper. This mulch is available free of charge to the public for use in their home gardens.

## Winter Road Management

Road Salt is applied using load sensor hydraulics and ground speed control to allow a controlled application.

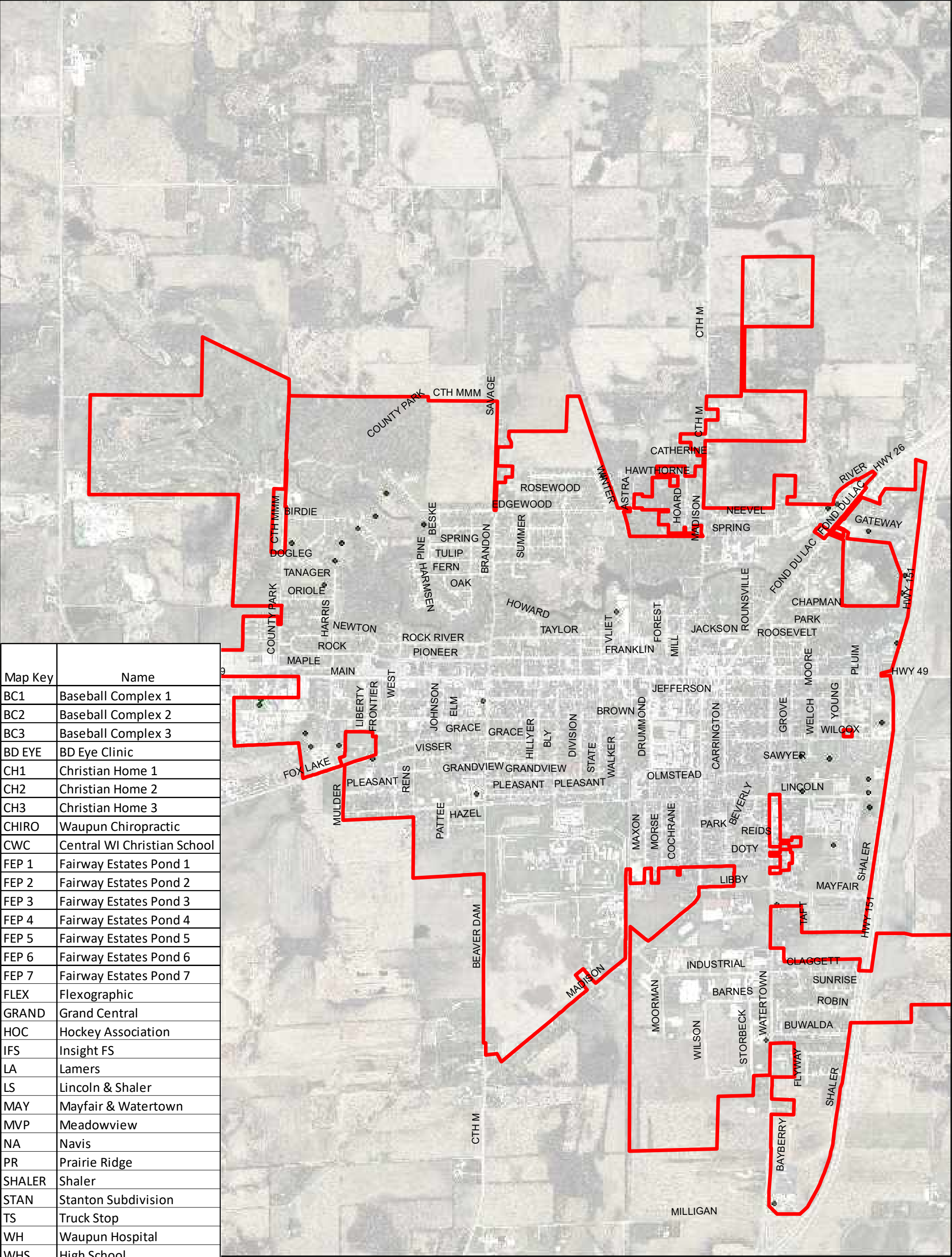
The City currently operates 5 pieces of equipment that is used for salting

Vehicle ID	Description	Salter Control	Calibrated
3-08	Tandem Axle Dump Truck	Force America 5100es	before each season and during if totals are off
5-09	Tandem Axle Dump Truck	Force America 5100es	before each season and during if totals are off
6-13	Single Axle Dump Truck	Force America 6100	before each season and during if totals are off
8-20	Tandem Axle Dump Truck	Force America 6100	before each season and during if totals are off
9-12	Tandem Axle Dump Truck	Monroe MPX448	before each season and during if totals are off

The amount used and land miles treated is included in the MS4 report every year.

Road salt is property stored in a covered building located east of the large heated building at 903 N. Madison St. Annual inspections of the storage shed are performed each year by the WI DOT Bureau of Highway Operations.

Main and secondary streets are completely salted and residential streets are only salted at intersections, curves, and hills.



Map Key	Name
BC1	Baseball Complex 1
BC2	Baseball Complex 2
BC3	Baseball Complex 3
BD EYE	BD Eye Clinic
CH1	Christian Home 1
CH2	Christian Home 2
CH3	Christian Home 3
CHIRO	Waupun Chiopractic
CWC	Central WI Christian School
FEP 1	Fairway Estates Pond 1
FEP 2	Fairway Estates Pond 2
FEP 3	Fairway Estates Pond 3
FEP 4	Fairway Estates Pond 4
FEP 5	Fairway Estates Pond 5
FEP 6	Fairway Estates Pond 6
FEP 7	Fairway Estates Pond 7
FLEX	Flexographic
GRAND	Grand Central
HOC	Hockey Association
IFS	Insight FS
LA	Lamers
LS	Lincoln & Shaler
MAY	Mayfair & Watertown
MVP	Meadowview
NA	Navis
PR	Prairie Ridge
SHALER	Shaler
STAN	Stanton Subdivision
TS	Truck Stop
WH	Waupun Hospital
WHS	High School
WSA	Wilcox Street Apts
WSS	Waupun Self Storage

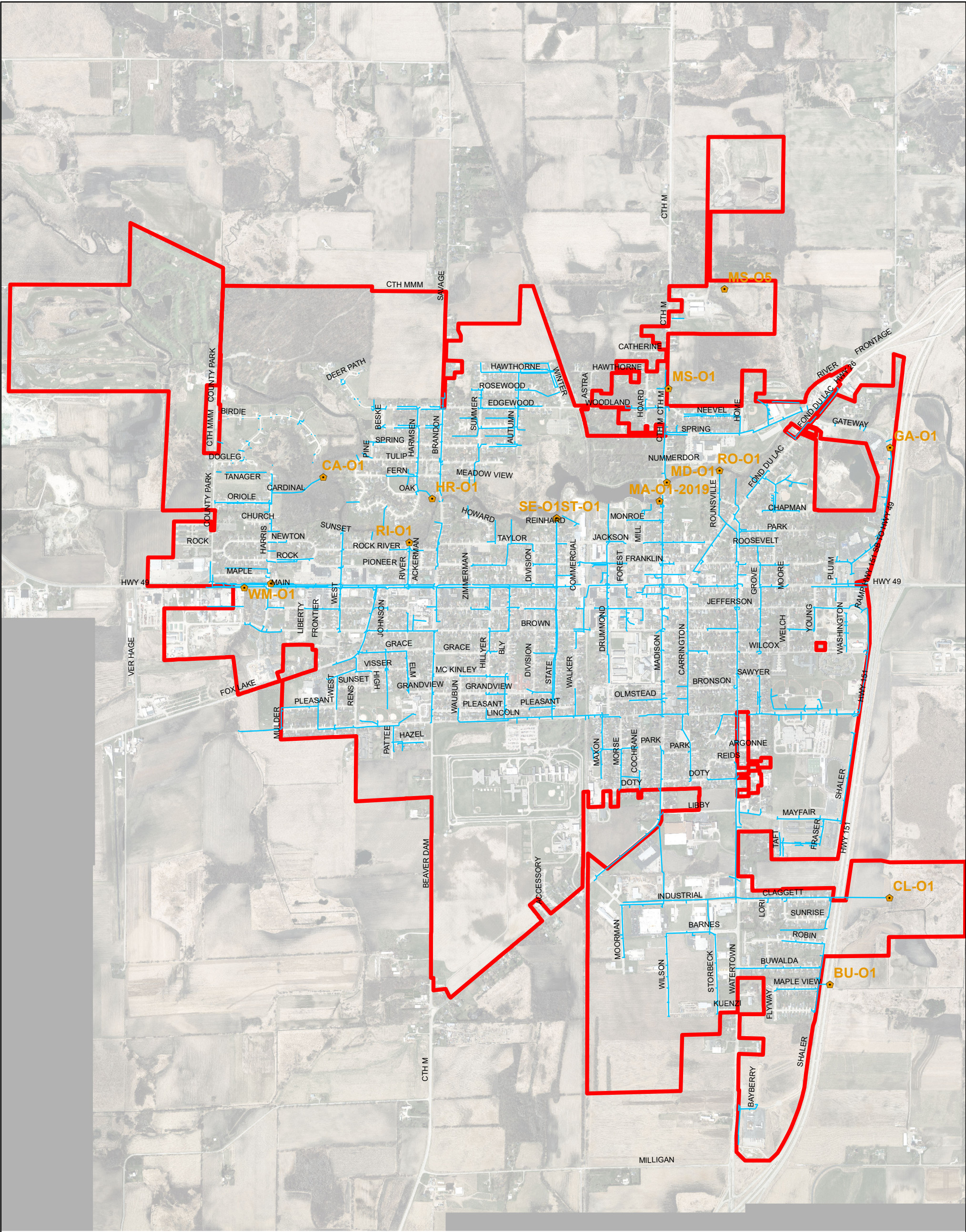
Existing Structural BMPs

- City of Waupun
- Existing BMP
- Storm Lines

City of Waupun  
Dodge and Fond du Lac Counties, WI







# Major Outfalls

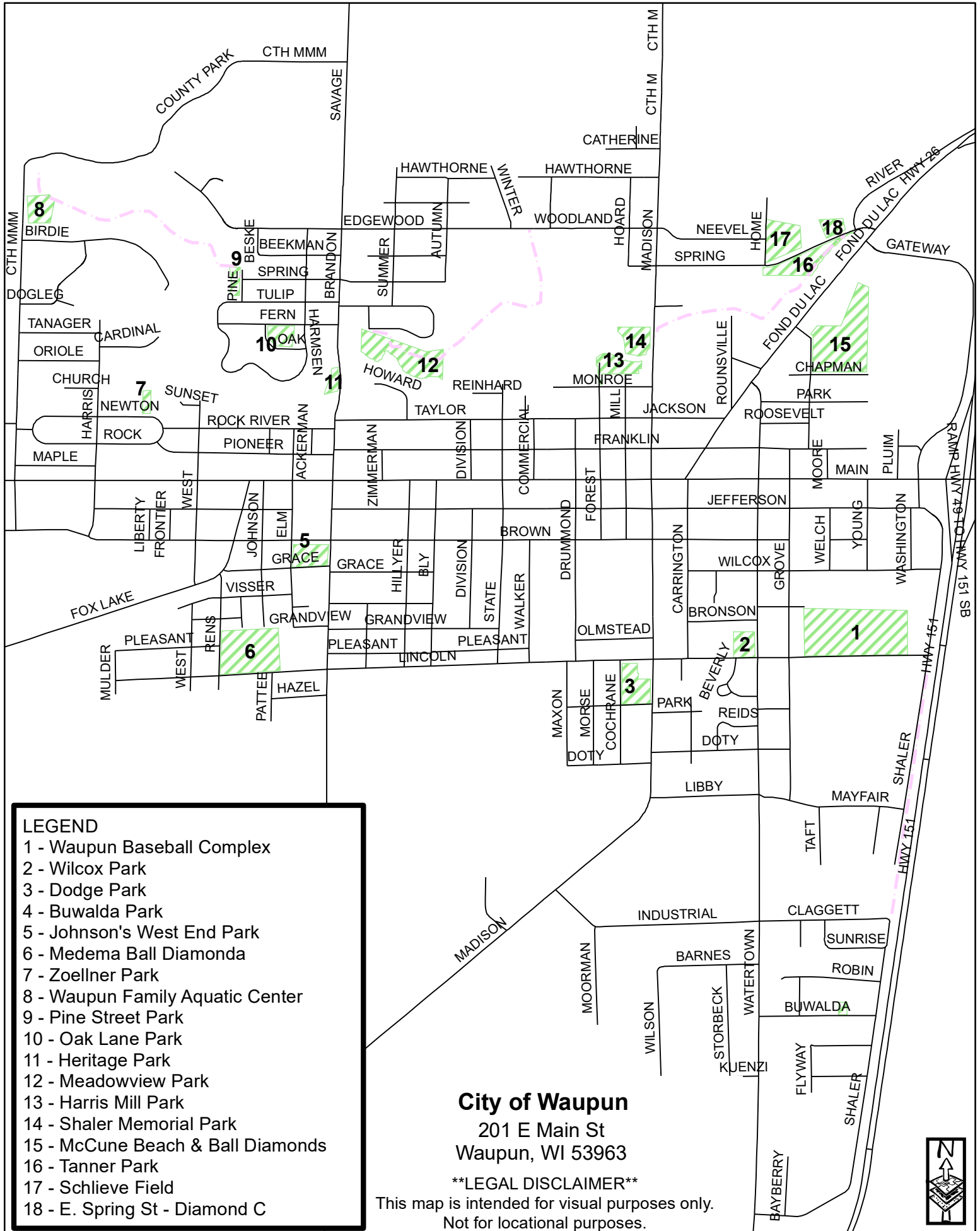
City of Waupun  
Dodge and Fond du Lac Counties, WI

-  City of Waupun
-  Outfalls - 36" or larger
-  Storm Lines

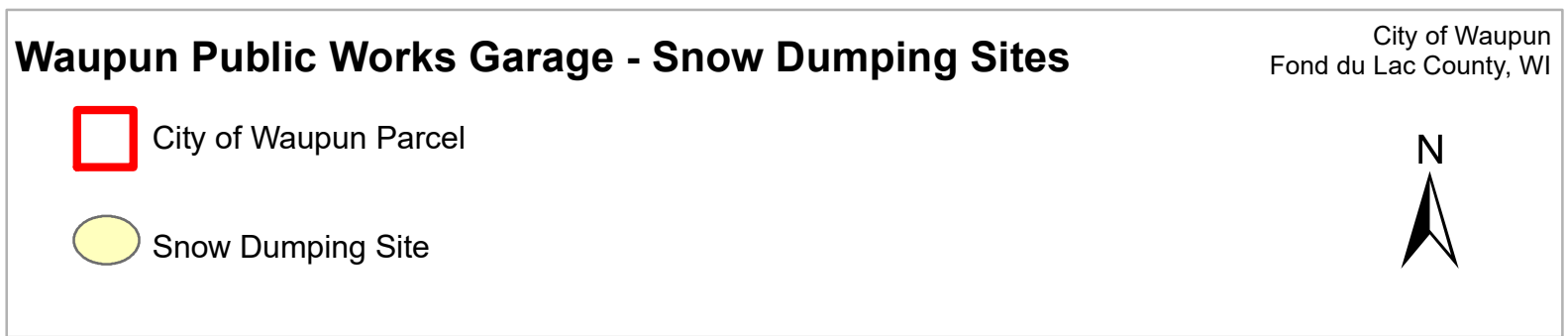




# Waupun Park Map







City of Waupun  
Fond du Lac County, WI





**Storm Water Quality Management Summary**

The City of Waupun Storm Water Quality Plan Update was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the Plan in 2020.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** City of Waupun Storm Water Management Program

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	More staff inspections and reporting	

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**ISSUE SUMMARY:**

Storm Water Management Program (SWMP) Documents

General permittees and Madison area (MAMSWaP) permittees must submit their storm water management programs to the department and begin implementing any updates no later than March 31, 2021 (*ref: WPDES Permit No. WI-S050075-3, section 3; WPDES Permit No. WI-S058416-4, Section 5*). Storm water management program documents describe in detail how the permittee intends to comply with the permit's requirements for each minimum control measure.

These are new requirements that will need to be accurately managed and tracked. These are subject to DNR audits moving forward.

**STAFF RECOMENDATION:**

Approve the Storm Water Management Program

**ATTACHMENTS:**

Storm Water Management Program

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<p><b>MOTIONS FOR CONSIDERATION:</b></p>
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<p>Motion to approve the City of Waupun Storm Water Management Program</p>
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City of Waupun  
Storm Water Management Program  
March 16, 2021

## **2.1 Public Education and Outreach**

The City of Waupun conducts an annual public education and outreach program intended to comply with the minimum standards of the City's WPDES permit. The intention of this program is to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

**2.1.1 Topics.** The City of Waupun recognizes its responsibility to address all eight topics in Table 1 at least once during the permit term. Because the City of Waupun has a population of 5,000 or more based on the latest U.S. Census, the CITY OF WAUPUN recognizes that it is required to address a minimum of six topics each year as outlined in the 'topic area' column of Table 1, attached.

**2.1.2 Delivery mechanism.** The City of Waupun recognizes its responsibility to implement at least four public education delivery mechanisms each year. Because the City of Waupun has a population of 5,000 or more based on the latest U.S. census, the City of Waupun recognizes that it is required to use at least two from the Active/Interactive Mechanisms as identified at the bottom of Table 1, attached.

**2.1.3 Target Audience.** The attached Table 1 identifies the target audience for each activity.

The City of Waupun is paying member of the Rock River Stormwater Group / Protect Wisconsin Waterways. The Rock River Stormwater Group is charged with leading the stormwater education and outreach program in City of Waupun. The Rock River Stormwater Group's annual report is submitted with the City of Waupun's annual MS4 Report.

## 2.2 Public Involvement and Participation

2.2.1 Permit activities. The City of Waupun is required to provide one (1) opportunity for public involvement

2.2.2 Delivery Mechanism

2.2.4 Target Participants

Permit Activity / Delivery mechanism / Target participants:

a. Annual Report -

The annual report is presented as an agenda item at the Board of Public Works (citizen committee meeting) meeting every March. The Board of Public Works meetings are properly noticed under the Wisconsin requirements and the public is always invited to attend the meeting and offer comments and questions. The agenda is also posted on the City's meeting calendar at [www.cityofwaupun.org](http://www.cityofwaupun.org). A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. **Target participants** for this activity is the general public, residents, businesses, public employees

b. Community Open House.

The City hosts an open house every other year that is open to all residents. The Public Works department has a booth at the event with information regarding stormwater. There are giveaways at each event such as Frisbees, can cozies, stress balls, note pads, etc. with stormwater information printed on them. On average we give away 400 items at each open house. **Target participants** for this activity is the general public and residents.

c. Storm water Management Program

Changes to the Storm Water Management Program would be reviewed by the Board of Public Works committee and then passed onto the City Council for final approval. The Board of Public Works and Council meetings are properly noticed under the Wisconsin requirements. A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. **Target participants** for this activity is the general public, residents, businesses, and public employees

d. Adoption or amendment of stormwater related ordinances.

If the existing storm water related ordinances are amended, they are first voted on by the Board of Public Works committee and then passed onto the City Council. These ordinances are properly noticed under the Wisconsin requirements. There were no ordinance amendments in 2020. **Target participants** for this activity is the general public, residents, businesses, contractors, developers, and industries.

### 2.2.3 Volunteer activities.

The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year. 2020, however was different because of COVID-19 restrictions. Most of their in person activities for this year were cancelled. Their annual report is always submitted with the City's annual MS4 Report.

The City of Waupun works with the Waupun Area School District Senior Democratic Class each year to do storm drain stenciling projects. In 2020 however, this was not completed due to COVID-19 and the schools doing Virtual Instruction for the end of the 2019-2020 School Year.

## **2.3 Illicit Discharge Detection and Elimination (IDDE)**

### Initial Field Screening Efforts

In 2009 the City of Waupun identified all of the major storm sewer outfall points. This activity was completed to fulfill a portion of the Illicit Discharge Detection and Elimination requirement of the City's WPDES Permit #WI-S050075-3. At that time inspections were completed and the inspections did not report any illicit discharge.

A map was developed dividing the storm sewer systems into 7 sections. One section is video taped and inspected each year.

### Ongoing dry weather field screening

The City of Waupun has 84 Outfalls. They range in diameter from 10" to 60". There are presently 14 outfalls that are 36" or larger. All major outfalls serving the City will be inspected annually. Inspection, repair and maintenance records are maintained in our Asset Management Program "Cartegraph".

A portion of the minor outfalls will be inspected annually by Public Works employees. This will be based on traffic density. The outfalls will be inspected between April and October of each year. The inspections are completed with the City's Asset Management Software Cartegraph.

The inspections that are completed annually will contain information on the color, turbidity, surface sheen, and odor and the condition of the outfall is rated on a scale of 1 – 100. Annual inspection reports are available in the City's Asset Management Software Cartegraph.

### Authorized Enforcement Agency

The City's Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 (Chapter 26 of the Waupun Municipal Code). This ordinance designates the City of Waupun Director of Public Works and/or his designees as the authorized enforcement agency.

### Procedures for responding to known or suspected Illicit Discharges: (Chapter 26 Waupun Municipal Code)

**Sections 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, and 2.3.6 are all covered by the Municipal Code Chapter 26 which was created in 2009. (see below Ordinance)**

#### **26.11 - REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.**

The owner or operator of any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the MS4, or waters of the State shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal MS4 or watercourses through the use of these structural and nonstructural BMPs. Further, any person responsible for a property or premises, that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and nonstructural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid WPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater management plan (SWMP)/stormwater pollution prevention plan (SWPPP) as necessary for compliance.

#### **26.12 - NOTIFICATION OF SPILLS.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the MS4, or waters of the State, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency

response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the authorized enforcement agency within 72 hours of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least 5 years.

Failure to provide notification of a release as provided above is a violation of this chapter.

## **26.13 - VIOLATIONS, ENFORCEMENT, AND PENALTIES.**

(13.1) VIOLATIONS. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. Any person who has violated or continues to violate the provisions of this chapter, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

In the event the violation constitutes an immediate danger to public health or public safety, the authorized enforcement agency is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation. The authorized enforcement agency is authorized to seek costs of the abatement as outlined in [§26.16](#).

(13.2 )WARNING NOTICE. When the authorized enforcement agency finds that any person has violated, or continues to violate, any provision of this chapter, or any order issued hereunder, the authorized enforcement agency may serve upon that person a written warning notice, specifying the particular violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the warning notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the warning notice. Nothing in this subsection shall limit the authority of the authorized enforcement agency to take action, including emergency action or any other enforcement action, without first issuing a warning notice.

(13.3) NOTICE OF VIOLATION. Whenever the authorized enforcement agency finds that a person has violated a prohibition or failed to meet a requirement of this chapter, the authorized enforcement agency may order compliance by written notice of violation to the responsible person.

The notice of violation shall contain:

- (1) The name and address of the alleged violator;
- (2) The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- (3) A statement specifying the nature of the violation;
- (4) A description of the remedial measures necessary to restore compliance with this chapter and a time schedule for the completion of such remedial action;
- (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
- (6) A statement that the determination of violation may be appealed to the authorized enforcement agency by filing a written notice of appeal within 3 days of service of notice of violation; and
- (7) A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency or contractor and the expense thereof shall be charged to the violator.

Such notice may require without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;
- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;



- (5) Payment of a fine to cover administrative and remediation costs; and
- (6) The implementation of BMPs.

#### (13.4) SUSPENSION OF MS4 ACCESS.

(13.4.1) Emergency Cease and Desist Orders . When the authorized enforcement agency finds that any person has violated, or continues to violate, any provision of this chapter, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the State which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the authorized enforcement agency may issue an order to the violator directing it immediately to cease and desist all such violations and directing the violator to:

- (1) Immediately comply with all ordinance requirements; and
- (2) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

Any person notified of an emergency order directed to it under this subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the State, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The authorized enforcement agency may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the authorized enforcement agency that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this chapter. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the authorized enforcement agency within 72 hours of receipt of the prerequisite for, taking any other action against the violator.

(13.4.2) Suspension Due to Illicit Discharges in Emergency Situations . The authorized enforcement agency may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the State. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

(13.4.3) Suspension Due to the Detection of Illicit Discharge . Any person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing under Ch. 68, Wis. Stats., except when termination is necessary to abate an imminent threat to the public health, safety, welfare, or environment. The violator may have a hearing under Ch. 68, Wis. Stats., within 10 days of such emergency discontinuance. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this section, without the prior approval of the authorized enforcement agency.

(13.5) PROSECUTION AND PENALTIES. Any person that has violated or continues to violate this chapter shall be liable to prosecution to the fullest extent of the law. In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within the set time period specified by the authorized enforcement agency, after the authorized enforcement agency has taken one or more of the actions described above, the authorized enforcement agency may impose a penalty not to exceed \$1,000.00 for each day the violation remains unremedied after receipt of the notice of violation. For second and subsequent offenses, the penalty shall not exceed \$5,000.00 per day.

- (1) Prosecution of Violation . If the notice of violation is not complied with promptly, the authorized enforcement agency shall request the City Attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation. Upon conviction the violator shall be fined as provided hereinbefore for each violation together with the costs of prosecution. Each day that a violation continues shall be deemed a separate offense.
- (2) Abatement of Violation . The imposition of the penalties herein prescribed shall not preclude the City Attorney from instituting appropriate action to prevent, correct, or abate a violation, or to stop an unlawful or illegal act.

## **2.4 Construction Site Pollutant Control**

The permittee shall continue to implement and enforce its program to reduce the discharge of sediment and construction materials from construction sites.

### **2.4.1 Construction site ordinance**

Chapter 23 of the Waupun Municipal Code is entitled Construction Site Erosion Control Ordinance. This was created in 2005, amended in 2010, and 2018.

[https://library.municode.com/wi/waupun/codes/code\\_of\\_ordinances?nodeId=CH23COSIERCOORCR05-03](https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH23COSIERCOORCR05-03)

### **2.4.2 Erosion and sediment control plan review**

[https://library.municode.com/wi/waupun/codes/code\\_of\\_ordinances?nodeId=CH23COSIERCOORCR05-03\\_23.08PEREPRFE](https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH23COSIERCOORCR05-03_23.08PEREPRFE)

### **2.4.3 Administrative Procedures** (See response under 2.4.4)

### **2.4.4 – Construction site inspections and enforcement.**

#### **CITY OF WAUPUN**

#### **Construction Site Inspection and Enforcement Procedures**

The following details the procedure that will be used by the City of Waupun for construction site inspection and enforcement of erosion and sediment control measures:

Site plans are submitted to the City Consultant for stormwater review. The consultant provides Project memo back for the approval of the plans that have been submitted.

The Engineering Department shall be responsible for inspection and enforcement of all construction sites except single family residential. The inspection and enforcement of erosion control measures at single family residential homes shall be done by the Building Inspection Department.

The erosion and sediment control measures must be installed per the approved plan and an initial inspection of non-single family residential units shall be conducted by Engineering staff prior to the start of site grading. Inspection of erosion control measures will take place at least once per month between March 1st and October 31st. Active construction sites will be inspected less frequently between November 1st and February 28th, depending on weather conditions. The responsible party for construction sites will be required to conduct inspections at least once per week and within 24 hours of a precipitation event of 0.5 inches or greater. The responsible party shall maintain weekly written reports on forms provided by the City.

The City shall install erosion control signage at construction sites.

The City shall maintain a construction site inspection computer database including: date of inspection, an assessment of the condition of the erosion and sediment controls, any follow up actions required, and actions implemented.

The primary enforcement mechanisms that will be used to obtain compliance when there are deficiencies in the installation and maintenance of erosion and sediment controls are onsite verbal notice, telephone notice or written notice to repair any problems. The notice shall include a description of any deficiencies and indicate the date by which the repairs shall be completed. The above enforcement mechanisms are expected to be sufficient to obtain compliance in most cases. If necessary, the City may also utilize the following enforcement procedures: stop work order, revoke permit, cease and desist order and fine. The City may also perform any work necessary to bring the site into compliance or have an outside contractor bring the site into compliance and charge the responsible party for any costs incurred.

The responsible party for the construction site will be required to post a permit onsite that contains a number for citizens to call with any issues. Any calls or emails to the City must be made as complaints to Administration. The appropriate staff will conduct an inspection of the site and initiate any necessary enforcement actions.

## **2.5 Post-Construction Storm Water Management**

### **2.5.1 Post-construction storm water ordinance.**

[https://library.municode.com/wi/waupun/codes/code\\_of\\_ordinances?nodeId=CH22STMAORCR05-02](https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH22STMAORCR05-02)

### **2.5.2 Administrative Procedures** (See response under 2.5.4)

### **2.5.3 Storm water management plan review** (See response under 2.5.4)

### **2.5.4 Long term maintenance, inspections and enforcement.** (See response below)

[https://library.municode.com/wi/waupun/codes/code\\_of\\_ordinances?nodeId=CH22STMAORCR05-02\\_22.10MAAG](https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH22STMAORCR05-02_22.10MAAG)

## **CITY OF WAUPUN**

### **Post Construction Storm Water Management Procedures**

The following details the procedures that will be used by the City of Waupun for Post-Construction Storm Water Management.

Storm Water Management Plans for all Commercial Properties developed/redeveloped that are over 1 acre in size are submitted to the City Consultant for storm water review. The consultant provides a Project memo back for the approval of the storm water management plans that have been submitted.

The Public Works Department shall be responsible for enforcement of the storm water management ordinances and plans.

The City of Waupun Public Works staff completes annual pond inspections of municipal owned ponds between April and September of each year. The pond inspections are completed in the City's Asset Management Software Cartegraph. All inspection reports are stored within that Software as well. If deficiencies in the pond are noted in the inspection, a Task is created (in Cartegraph) for the Public Works staff to repair the issue.

The City sends out inspection notifications to all properties that have a recorded Storm Water Maintenance Agreement in the spring of each year requiring inspections be completed and returned to the City by October 1 of each year. If those inspections are not completed by the property owner, the City hires a firm to complete the inspections and the cost of that inspection is billed to the property owner or placed on the tax bill as a special assessment. Copies of all letters and inspection reports are stored on the City's computer server in a file that has been created for each property. If there are issues that are reported with the Annual Inspection, a letter is then sent to the property owner giving them a period of 1 month to correct the issues. The Public Works Director follows up to make sure that any repairs / issues are corrected.

## **2.6 STORM WATER POLLUTION PREVENTION PLAN**

The development, implementation, and maintenance of a Storm Water Pollution Prevention Plan (SWPPP) will provide the City of Waupun with the framework for reducing soil erosion and minimizing pollutants in storm water.

The City of Waupun's Storm Water Pollution Prevention Plan designates the City Engineer, and his employees or designees, to develop, evaluate, maintain and revise the SWPPP and carry out the specific management actions identified in the SWPPP, including maintenance practices, monitoring activities, preparing and submitting reports and serving as contact person. The City of Waupun's SWPPP includes the following activities conducted at various locations:

### **2.6.1 STORM WATER MANAGEMENT FACILITIES**

Location - See Attached Table 2

### **2.6.2 BMP Maintenance Plan**

Each year the Public Works Department will inspect all of the municipal owned BMP's. Inspections are completed in Cartegraph and if there are any maintenance issues that arise from the inspection, tasks will be entered to remedy the issue. For private BMP's the City sends notices to all property owners requiring them to complete inspections (which are required in their stormwater maintenance agreement). If the property owner does not complete the inspections, the City will hire a firm to complete them and assess the cost of the inspection back to the property owner. If issues arise from the inspections, letters will be sent out giving the property owner 30 days to remedy the issue.

### **2.6.3 Municipally owned public works facilities.**

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities:

- a. See attached Stormwater Pollution Prevention Plan for the N. Madison St. public works yard

### **2.6.4 Measures to reduce municipal sources of storm water contamination within source water protection areas.**

- a. See attached Stormwater Pollution Prevention Plan for the N. Madison St. public works yard
- b. Vehicle Maintenance. The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

### **2.6.5 Collection services/Storm sewer system maintenance activities.**

- a. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency:
  - i. Routinely check catch basins, manholes, storm pipe and outfalls  
We currently do not have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on these.
  - ii. Inspection of wet detention basins and storm water treatment devices
- b. Routine street sweeping:
  - i. The City operates one street sweeper (Global M4HSD Mechanical Street Sweeper)
  - ii. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring cleanup all streets are cleaned every other week until late fall.
  - iii. The Director of Public Works is responsible to see that the sweeping program is properly executed. In his absence, the Public Works Foreman is responsible.
  - iv. We have one main employee that does the street sweeping and two other staff that sweep occasionally. All sweeper operators have a CDL and are trained in operating the sweeper.

- v. The sweeper is stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
- vi. The sweeper is fueled at Kwik Trip, 815 E. Main St., Waupun.
- vii. The City has a mechanics shop at the City Garage. All maintenance is performed per sweeper specifications. The operator does all the daily maintenance (i.e. greasing, broom patterning, and cleaning). The mechanic does most other more in-depth maintenance.
- viii. When the sweeper is full, the operator dumps the debris at the City Garage at 903 N. Madison St. During the fall of the season when leaves are dropping, a tandem dump truck is parked in the area the sweeper is working in and the debris is directly dumped into. If any of the debris is spilled during the dumping process it is cleaned up with the sweeper. When that is full, it is brought to the City Garage to be dumped in an uncovered dump truck. The sweeper operator is responsible for tracking the streets completed, number of loads dumped and water used each day. This information is tracked in the City's Asset Management software Cartegraph.
- ix. If the sweeper breaks down during operation, the City has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown and the sweeper is out of commission for a longer period of time the City would look to rent one to maintain sweeping operations.
- c. Cleaning of catch basins with sumps where appropriate:
  - i. The City operates one Versa Vac Trailer Model 1266.
  - ii. The City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those
  - iii. Inlets are cleaned on a rotational format. The City is broken down into sections per Snow Plow routes. Each year from Spring to Fall, the City will try to complete one section.
  - iv. Maintain approximately 1,432 catch basins and approximately 40 miles of storm sewer.
  - v. Catch basin and manhole cleaning waste is disposed on City property near the city's public works yard. (see attached map). If debris is contaminated it will be taken to an approved landfill. The operator is responsible for tracking catch basins cleaned, number of loads, and water used each day. This information is tracked in the City's Asset Management Software "Cartegraph".
  - vi. The Director of Public Works is responsible to see that the catch basin cleaning and maintenance program is properly executed. In his absence, the Public Works Foreman is responsible.
  - vii. Public Works staff are properly trained to operate the Vac Trailer.
  - viii. The Vac Trailer is stored in a heated storage area both in and out of season that is located at the City Garage, 903 N. Madison St.
  - ix. The Vac Trailer is either fueled up at Kwik Trip, 815 E. Main St., or with a truck mounted fuel tank.
  - x. The City has a mechanics shop at the City Garage. All maintenance is performed per Vac trailer specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The Mechanic does most other more in-depth maintenance.
  - xi. If the Vac Trailer breaks down during operations, the City has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown and the Vac Trailer is out of commission for a longer period of time, the City would look to rent one.
- d. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
  - i. The Department of Public Works link on the City's web site contains information for residents on proper mow height and handling of grass clippings.
  - ii. Leaves, yard and garden waste, and grass clippings can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week.
  - iii. Leaves, yard and garden waste, and grass clippings are also picked up curbside by the Public Works Department in the Spring of the year for approximately 4 weeks and in the fall of the year for approximately 7 weeks. Residents are instructed to place leaves on the terrace loose (not in bags).

- iv. The City operates two Giant Leaf Vac's (Models 6600 JD) to complete curbside pickup. The leaf vac's are pulled by a 1-Ton Flatbed Pick-up Truck.
- v. The Director of Public Works is responsible to see that the Leaf Collection program is properly executed. In his absence, the Public Works Foreman is responsible.
- vi. Public works staff are trained in the use of the leaf vac's. Staff works on a rotation between driving and operating the vac.
- vii. The leaf vac's are stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
- viii. The leaf vac's are fueled at Kwik Trip, 815 E. Main St., Waupun.
- ix. The City has a mechanics shop at the City Garage. All maintenance is performed per Vac specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
- x. Leaves, yard and garden waste, and grass clippings are picked up on a rotation. Public Works crews try to get through the City once each week during the scheduled pick-ups. There are 2 staff per crew. One drives the truck and the other operates the leaf vac. The operator is responsible for filling out a map of the area collected each day and the number of loads made to dump the leaves. This information is tracked in the City's Asset Management Software "Cartegraph".
- xi. Leaves, yard and garden waste, and grass clippings are dumped at the City Garage (see attached map).
- xii. All Leaves, yard and garden waste, and grass clippings that are dropped off at the 24 hour location are hauled to the compost site by Public Works Staff using a front end loader and a dump truck.
- xiii. Leaves, yard and garden waste, and grass clippings are stored at the compost site at the City Garage at 903 N Madison St. They are kept in rows where the temperature is checked and rows are turned until the leaves have broken down. Once the leaves have turned to compost, it is made available free of charge to the public for use in their home gardens.
- e. Proper management of brush and tree branches
  - i. The Department of Public Works link on the City's web site contains information for residents on proper disposal of brush / tree branches.
  - ii. Brush and branches can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week.
  - iii. Brush and branches are also picked up curbside by the Public Works Department in the Spring of the year for approximately 4 weeks and in the fall of the year for approximately 7 weeks. Residents are instructed to place brush/branches on the terrace loose (in a separate pile from leaves, yard and garden waste, and grass clippings).
  - iv. The City operates a Brush Bandit Chipper (Model 1290H Drum Bandit) to complete curbside pickup. The Chipper is pulled behind a 1-ton Flatbed truck.
  - v. The Director of Public Works is responsible to see that the Brush/Branch collection program is properly executed. In his absence, the Public Works Foreman is responsible.
  - vi. Public works staff are trained in the use of the Chipper. Staff works on a rotation between driving and operating the Chipper.
  - vii. The Chipper is stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
  - viii. The Chipper is fueled at Kwik Trip, 815 E. Main St., Waupun.
  - ix. The City has a mechanics shop at the City Garage. All maintenance is performed per Chipper specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
  - x. Brush/Branches are picked up on a rotation. Public Works crews try to get through the City once each week during the scheduled pick-ups. There are 2 staff per crew. One drives the truck and the other operates the Chipper. The operator is responsible for filling out a map of the area collected each day and the number of



loads made to dump the chips. This information is tracked in the City's Asset Management Software "Cartegraph".

- xi. Chips are dumped at the City Garage (see attached map)
- xii. Chips are stored at the compost site are made available free of charge to the public for landscaping material.
- xiii. All brush/branches that are dropped off at the 24 hour location are hauled to the compost site by Public Works Staff using a front end loader and a dump truck. The City has a burning permit from the DNR to burn the pile of brush/branches as needed.

#### **2.6.6 Winter Road Management.**

Road salt or other deicers applied by the City of Waupun will be no more than necessary to maintain public safety as directed under DOT Highway Maintenance Manual and Trans 277:

- a. The Director of Public Works is responsible to see that the Winter Road Management program is properly executed. In his absence, the Public Works Foreman is responsible.
- b. Salting and deicing equipment is to be calibrated in the fall of each year.
- c. Road salt is properly stored in a covered building located to the east of the large heated buildings at 903 N Madison St. Annual inspections of the storage shed are performed each year by the Wisconsin DOT Bureau of Highway Operations.
- d. Salt inventory is recorded and kept at the City Garage location at 903 N. Madison St. This is updated each month. The Public Works Foreman is responsible for keeping inventory.
- e. Salt brine and calcium chloride are stored in 2 – 6,000 gallon tanks located in the north heated building.
- f. Public Works Department personnel have a copy of the DOT Highway Maintenance Manual Trans 277 at the City Garage.
- g. Pre-treatment before snow or ice storm when a 50% or greater chance of snow or ice: two public works staff will pre-treat City streets and parking lots. Staff have CDL's and are trained in the use of brine equipment. Salt Brine is applied at a rate of 50 lbs per lane mile. If road temps are 15° or colder, a 10% mix of Calcium Chloride is added to the brine. Operators are responsible for tracking mileage, material used, and total gallons. This information is tracked in the City's Asset Management Software "Cartegraph".
- h. Salt brine is applied with 2 trucks. One tandem dump truck with a 1,300-gallon tank. The other is a 1-ton flatbed truck with a 300 gallon tank.
- i. Road salt is applied using load sensor hydraulics and ground speed controls to allow controlled application of salt.
- j. Road salt is applied when roads become slippery. The rate most used is 300 lbs. per lane mile. Public Works staff are trained in salt reduction, they have CDL's and are trained in the use of salting equipment. Operators are responsible for tracking mileage and salt used. This information is tracked in the City's Asset Management Software "Cartegraph".
- k. Road salt is applied with 4 tandem dump trucks and 1 single axle dump truck. Main and secondary streets are completely salted and residential streets are only salted at intersections, curves and hills.
- l. The documentation of deicing products used, amounts used, equipment used, and lane miles treated is attached to the annual MS4 report every year.
- m. Typically, when snow totals reach 2" or greater, Public Works staff will plow all City streets, parking lots and alleys. Public Works staff have CDL's and are trained in the operation of plow equipment.

**2.6.7 Nutrient management.** Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over five (5) acres each, in accordance with a site specific nutrient application schedule based on appropriate soil tests:

- a. The City's old landfill (903 N. Madison St) is annually monitored and reports are sent to the DNR.
- b. The majority of the City's municipally controlled properties with impervious areas more than five (5) acres are Parks.

- c. The City mows approximately 90 acres weekly using 2-3 riding lawn mowers. Ball fields are mowed biweekly. Grass is cut at a height of 2 ½-3".
- d. Each spring baseball fields are fertilized using a small spreader mounted on the back of a riding lawn mower. Fertilizer is applied at approved rates on the bag. The driver is careful to make sure fertilizer stays on grass areas. Soil testing is done as needed.
- e. Ball fields are rolled each spring to ensure safe play.
- f. Grub preventer is applied in June each year with a spreader mounted on the back of a riding lawnmower. Grub preventer is applied at approved rates on the bag. The driver is careful to make sure grub preventer stays on grass area.
- g. Weed spraying is done in the fall. We borrow a tractor and sprayer from the School District. Spray is applied at rates approved on the jugs. Parks are marked with flags. Drivers are trained in use at spraying equipment
- h. In the fall of each year riding lawn mowers have mulching equipment installed. The City mulches all leaves that fall in City Parks.

**2.6.8 Environmentally sensitive development.** Consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, which shall be designed, installed, and maintained to comply with a water quality requirement under this permit.

- a. <https://protectwiwaterways.org/learn-about-stormwater/construction-and-stormwater/>

**2.6.9 Internal training and education.**

Education of appropriate municipal and other personnel involved in implementing this program:

- a. Each spring before the construction season employees will receive training on the storm water pollution prevention plan.
- b. All public service employees attend annual Smart Salting training.
- c. Each year before submitting the MS4 report, the Board of Public Works, which consists of 3 Council Members and 4 Citizens, committee will review and approve the report prior to submitting the report to the DNR.

**2.7 STORM WATER QUALITY PLAN**

The City's Storm water Quality Plan was updated in 2017 by MSA Professional Services and is attached.

**2.8 Storm Sewer System Map**

Storm sewer map is attached.

**2.9 Annual Report**

The annual report will be submitted to the DNR each year by March 31.

**Table1: Public Education and Outreach Program**

	Topic Area	Delivery Mechanism	Active/Passive	Target Audience
1	Illicit Discharge Detection and Elimination	City Website Door Hangers - ordinance violation notices for blowing grass clippings into the street	Passive	General Public, Public Employees, Residents, Businesses, Contractors, Developers
2	Household Hazardous Waste Disposal/Pet Waste Management / Vehicle Washing	Protect Wisconsin Waterways Website County Clean Sweep Program	Passive Active/Interactive	General Public, Public Employees, Residents, Businesses
3	Yard Waste Management / Pesticide and Fertilizer Application	City Website Protect Wisconsin Waterways Website	Passive Passive	General Public, Public Employees, Residents, Businesses, Contractors, Developers
4	Stream and Shoreline Management	Protect Wisconsin Waterways Website	Passive	Residents, Contractors, Developers
5	Residential Infiltration	City Website Protect Wisconsin Waterways Website	Passive Passive	General Public, Residents, Contractors, Developers
6	Construction Sites and Post-Construction Stormwater Management	Distribution of Print Media	Passive	Businesses, Contractors, Industries
7	Pollution Prevention	Board of Public Works Meeting	Active/Interactive	General Public, Public Employees, Residents, Businesses, Contractors, Developers
8	Green Infrastructure / Low Impact Development			

### **Active/Interactive Mechanisms**

*Educational activities (school presentations, summer camps)*

*Informational booth at event*

*Targeted group training (contractors, consultants, etc.)*

*Government event (public hearing, council meeting)*

*Workshops*

*Tours*

*Other*

### **Passive Mechanisms**

*Passive print media (brochures at front desk, posters, etc.)*

*Distribution of print media (mailings, newsletters, etc.) via mail or email*

*Media offerings (radio and TV ads, press release, etc.)*

*Social media posts*

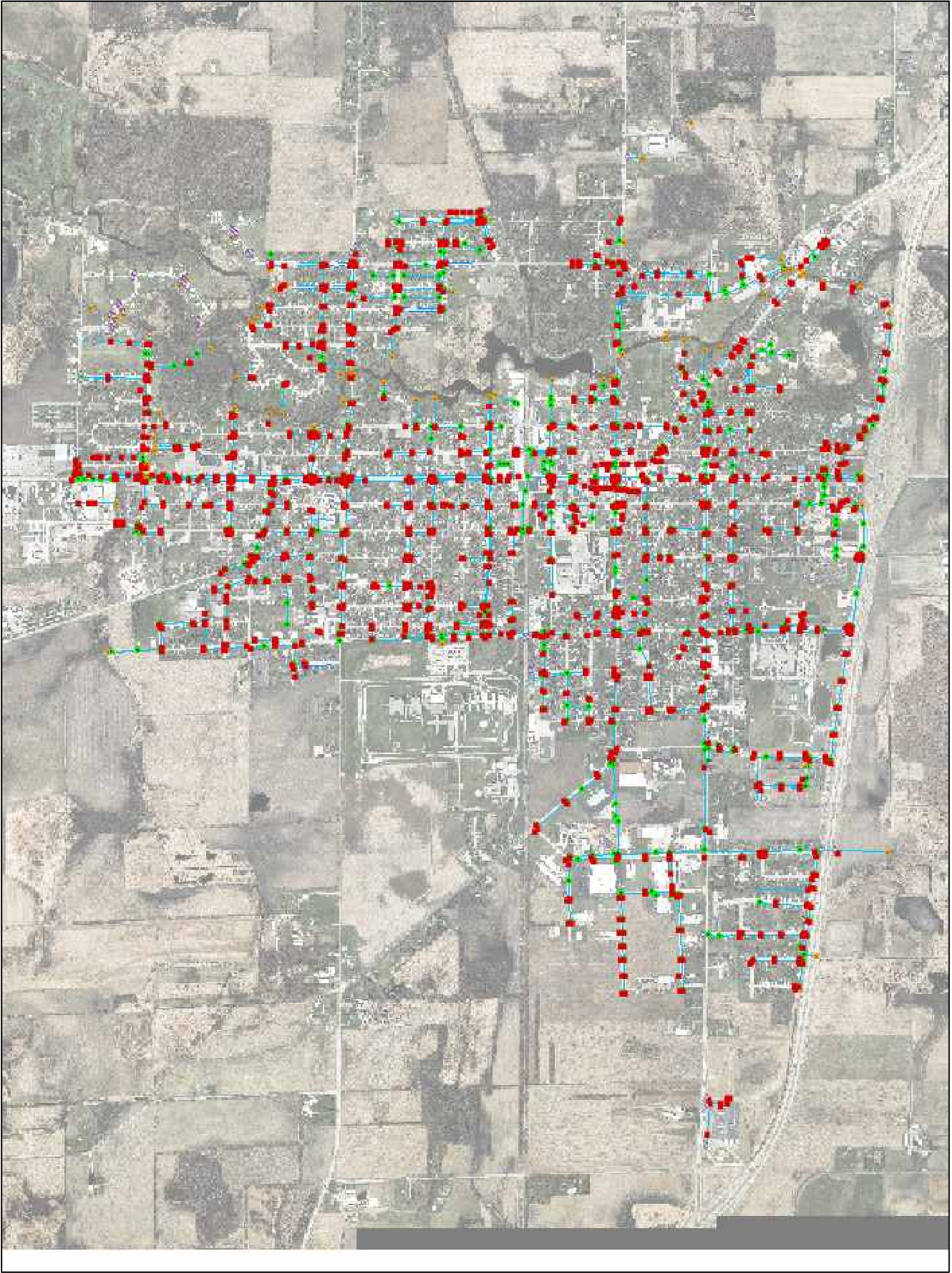
*Signage*

*Website*

*Other*

TABLE 2						
STORM WATER MANAGEMENT FACILITIES						
Map Key	Name	Type	Const. Year	Management Plan	Maintenance Agreement	Record Drawing
BC1	Baseball Complex 1	Municipal	2011	Y	Y	Y
BC2	Baseball Complex 2	Municipal	2011	Y	Y	Y
BC3	Baseball Complex 3	Municipal	2011	Y	Y	Y
BD EYE	BD Eye Clinic	Private	2010	Y	Y	Y
CH1	Christian Home 1	Private	2019	Y	Y	Y
CH2	Christian Home 2	Private	2019	Y	Y	Y
CH3	Christian Home 3	Private	2019	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CWC	Central WI Christian School	Private	2020	Y	Y	Y
FE1	Fairway Estates Pond 1	Private	2004	Y	N (prior to Ordinance Development)	Y
FE2	Fairway Estates Pond 2	Private	2004	Y	N (prior to Ordinance Development)	Y
FE3	Fairway Estates Pond 3	Private	2004	Y	N (prior to Ordinance Development)	Y
FE4	Fairway Estates Pond 4	Private	2004	Y	N (prior to Ordinance Development)	Y
FE5	Fairway Estates Pond 5	Private	2004	Y	N (prior to Ordinance Development)	Y
FE6	Fairway Estates Pond 6	Private	2004	Y	N (prior to Ordinance Development)	Y
FE7	Fairway Estates Pond 7	Private	2004	Y	N (prior to Ordinance Development)	Y
FLEX	Flexographic	Private	2014	N	N	N
GRAND	Grand Central	Private	2005	Y	Y	Y
HOC	Hockey Association	Municipal	pre 1992	N	Y	N
FS	Insight FS	Private	2020	Y	Y (Not recorded)	Y
FS 2	Insight FS 2	Private	2020	Y	Y (Not recorded)	Y
LA	Lamers	Private	2014	Y	Y	Y
LS	Lincoln & Shaler	Municipal	2011	N	Y	Y
MAY	Mayfair & Watertown	Municipal	2013	N	Y	Y
MVP	Meadowview	Private	2018	Y	Y	Y
NA	Navis	Private	2019	N	Y (Not recorded)	Y
PR	Prairie Ridge	Private	2008	Y	Y (Not recorded)	Y
SHALER	Shaler	Municipal	2014	N	Y	Y
STAN	Stanton Subdivision	Municipal	2006	N	Y	Y
TAN	Tanager Street	Municipal	2020	N	Y (to be done)	Y
TS	Truck Stop	Municipal	2018	N	Y	Y
WH	Waupun Hospital	Private	2016	Y	Y (Not recorded)	Y
WHS	High School	Private	2017	Y	Y	Y

WSA	Wilcox Street Apartments	Private	2003	Y	N (prior to Ordinance Development)	Y
WSS	Waupun Self Storage	Private	2020	Y	Y	Y



# Storm Sewer System Map

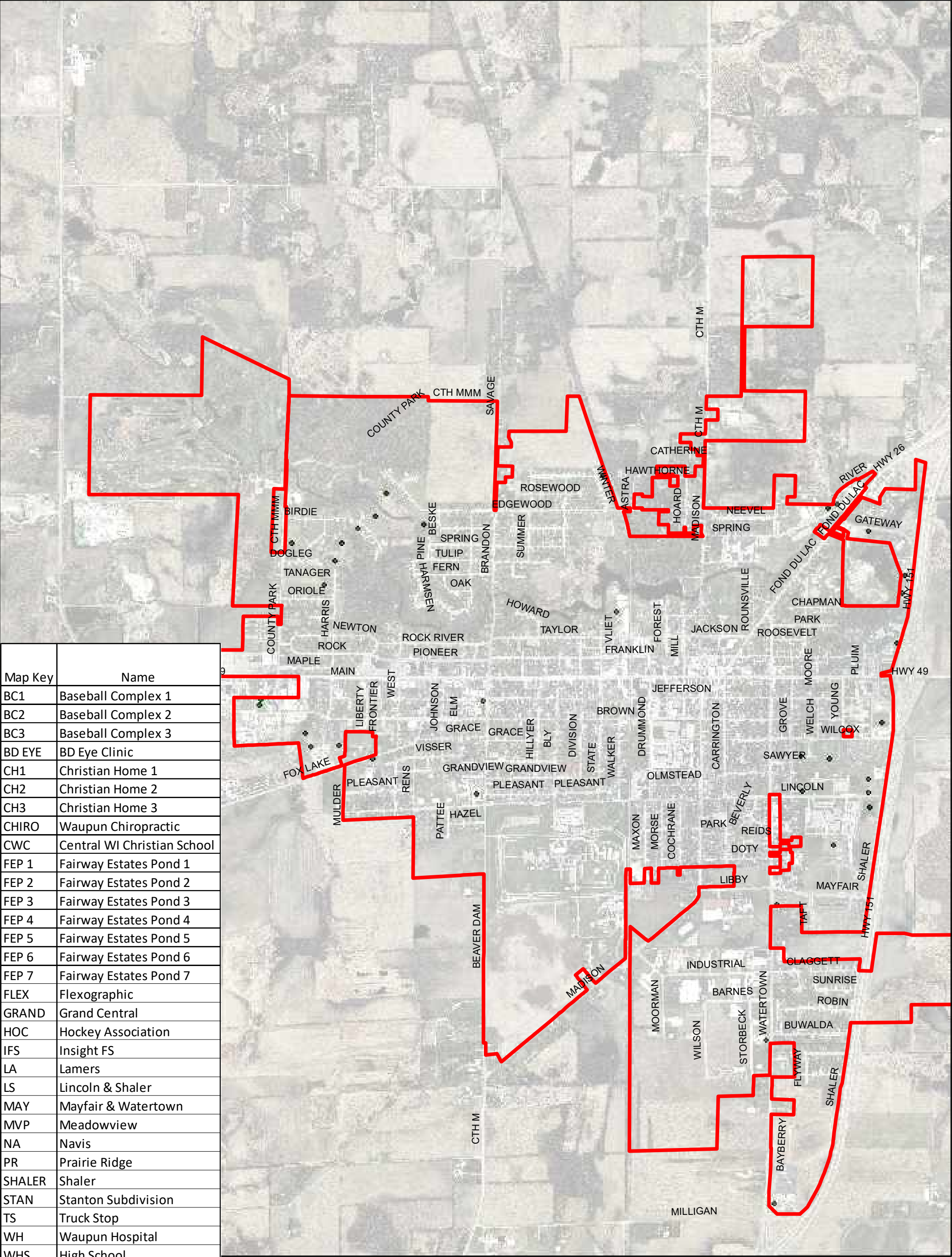
## Legend

- Storm\_Inlets
- Storm\_Manholes
- Endwalls
- Outfalls
- storm\_lines

City of Waupun  
Dodge and Fond du Lac Counties, WI







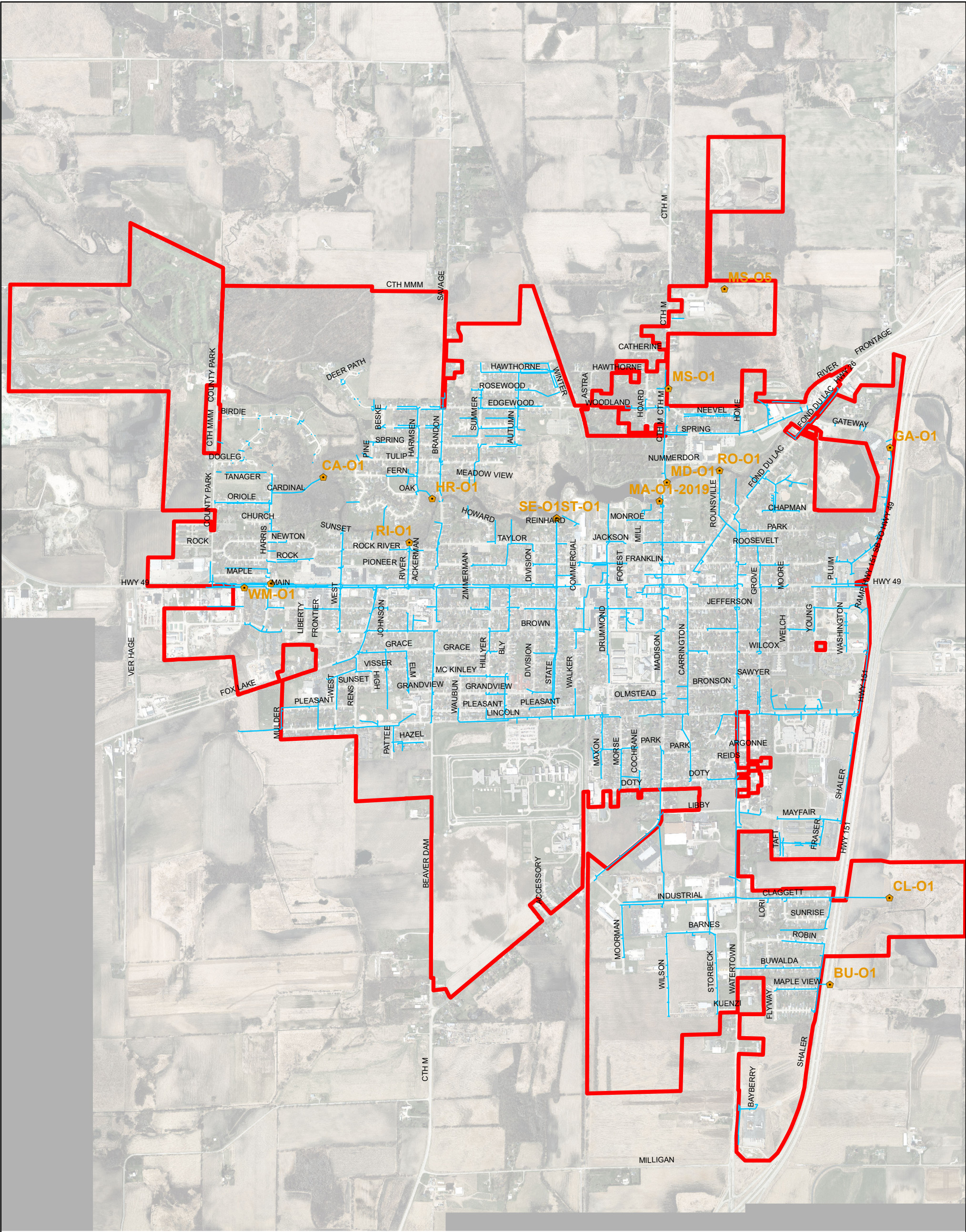
Existing Structural BMPs

City of Waupun  
Dodge and Fond du Lac Counties, WI

- City of Waupun
- Existing BMP
- Storm Lines







# Major Outfalls

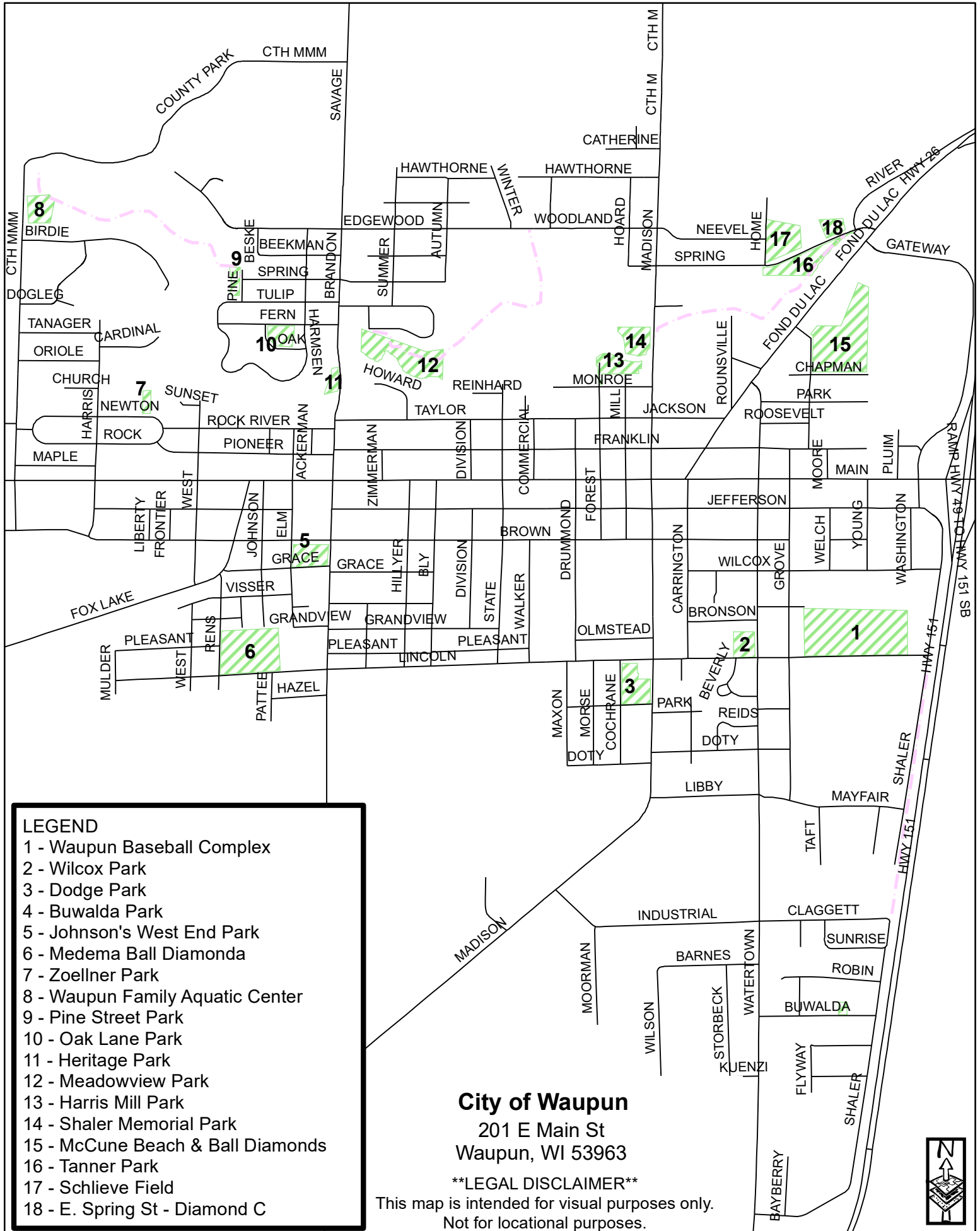
City of Waupun  
Dodge and Fond du Lac Counties, WI

-  City of Waupun
-  Outfalls - 36" or larger
-  Storm Lines

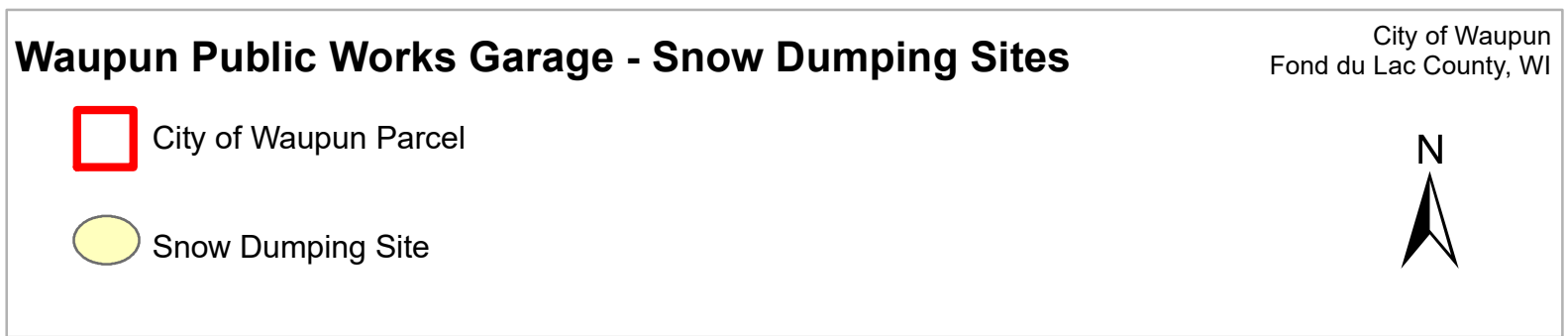




# Waupun Park Map







City of Waupun  
Fond du Lac County, WI







## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Waupun 2022 UNPS Planning Grant Agreement  
between the City of Waupun and MSA  
Professional Services

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$3,500	

### ISSUE SUMMARY:

that we must work to reduce Total Suspended Solids (TSS) by 20% and Total Phosphorus (TP) by 10% relative to conditions at the start of the permit cycle. To be in compliance, those targets must be achieved by April 30, 2024. To date, we have been working to demonstrate progress of our water quality plan, which satisfied WI-DNR requirements. The City currently has three reaches (map attached) and reduction targets and dates apply to all three reaches. Following is a brief synopsis of our work plan for each reach.

### REACH 2:

At present, almost all of our efforts have been focused on gaining compliance in Reach 2, which includes the following work plan.

- Harmsen Avenue/Oak Land pond: Scheduled to construct in 2021 with the support of WI-DNR.
- Monroe St Pond: Preliminary engineering done in 2019 lead to the conclusion that the proposed pond would need to increase in size to achieve reduction targets. As such, the project was suspended and we are working on land acquisition to increase the overall size of the pond and achieve the desired reductions. At this point, we plan to submit for a WI-DNR grant in 2022 to support construction of this pond in 2024.
- Edgewood (near Edgewood Church): This would be next on our plan but would not to complete by the conclusion of this permit cycle, which end April 30, 2024.
- Failure to build Monroe Street and Edgewood before April 30, 2024 will result in non-compliance with the requirements of the City's MS4 permit.

### REACH 3 and 4:

- The Clagget pond (East of US 151) is tentatively scheduled to be constructed in the next permit cycle (May 1, 2024 – April 30, 2029). The estimated cost of this pond is \$3 – 3.5M. No other work has been planned in Reach 3 and 4 at this time. As such, we cannot attain compliance during the current permit cycle by April 30, 2024.

Projected costs to achieve compliance in all three reaches during this permit cycle is estimated at ~\$5M. Overall, our geography at the headwaters of the Rock River and Horicon National Wildlife Refuge is placing requirements that are more stringent on the City of Waupun. As such, achieving compliance in all reaches will be very difficult because TP reduction requirements are extremely high (in some cases higher than new construction standards).

Staff has met with WI-DNR to discuss requirements and to understand if we can appeal and/or seek modifications to our permit and plan that will allow help us attain compliance. Our last storm water plan was completed in 2016. Normally more time would pass before there would be need to update that plan. However, given the new DNR requirements (metrics and timeline), it is recommended that we develop a plan to address standards in all reaches and to assess any possible alternatives to pond location and/or construction that will yield more favorable results. The WI-DNR is currently offering an Urban Nonpoint Source & Storm Water (UNPS&SW) Management Planning Grant to assist

communities with their plans and we are recommending that you authorize staff to pursue that grant that address this requirement. The grant application is due April 15, 2021 for work that will occur in 2022.

**STAFF RECOMMENDATION:**

Authorize staff to pursue a planning grant with WI-DNR for the purpose of updating storm water management plans to meet WI-DNR MS4 permit standards

**ATTACHMENTS:**

MSA Agreement

Map of Storm Water Reaches in the City

Current City of Waupun TMDL requirement Plan

List of possible BMP's and performance from Storm water quality plan

**MOTIONS FOR CONSIDERATION:**

Motion to approve the scope of services agreement with MSA for professional services needed to draft the 2021 UNPS&SW Planning Grant application in an amount not to exceed \$3,500.



## Professional Services Agreement

This AGREEMENT (Agreement) is made today March 12, 2021 by and between CITY OF WAUPUN (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** Waupun 2022 UNPS Planning Grant

**The scope of the work authorized is:** MSA will prepare a Wisconsin Department of Natural Resources Urban Non-Point Source Planning Grant Application to fund revisions to the City's stormwater quality plan to evaluate additional BMPs within Reaches 2, and 3 of the Rock River TMDL

*Note: MSA will require assistance from the City in the form of providing a council resolution supporting the project, proof of local budget match, and securing letters of support.*

**The schedule to perform the work is:** Approximate Start Date: March 12, 2021  
Approximate Completion Date: April 15, 2021

**The lump sum fee for the work is:** \$3,500

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

### CITY OF WAUPUN

\_\_\_\_\_  
Jeff Daane  
DPW  
Date: \_\_\_\_\_

201 East Main Street  
Waupun, WI 53963  
Phone: (920) 324-7900  
Fax: (920) 324-7939

### MSA PROFESSIONAL SERVICES, INC.

\_\_\_\_\_  
*E. Thompson*  
Eric Thompson  
Team Leader  
Date: MARCH 12, 2021

1702 Pankratz Street  
Madison, WI 53704  
Phone: (608) 242-6613  
Fax: (608) 242-5664



**MSA PROFESSIONAL SERVICES, INC. (MSA)**  
**GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

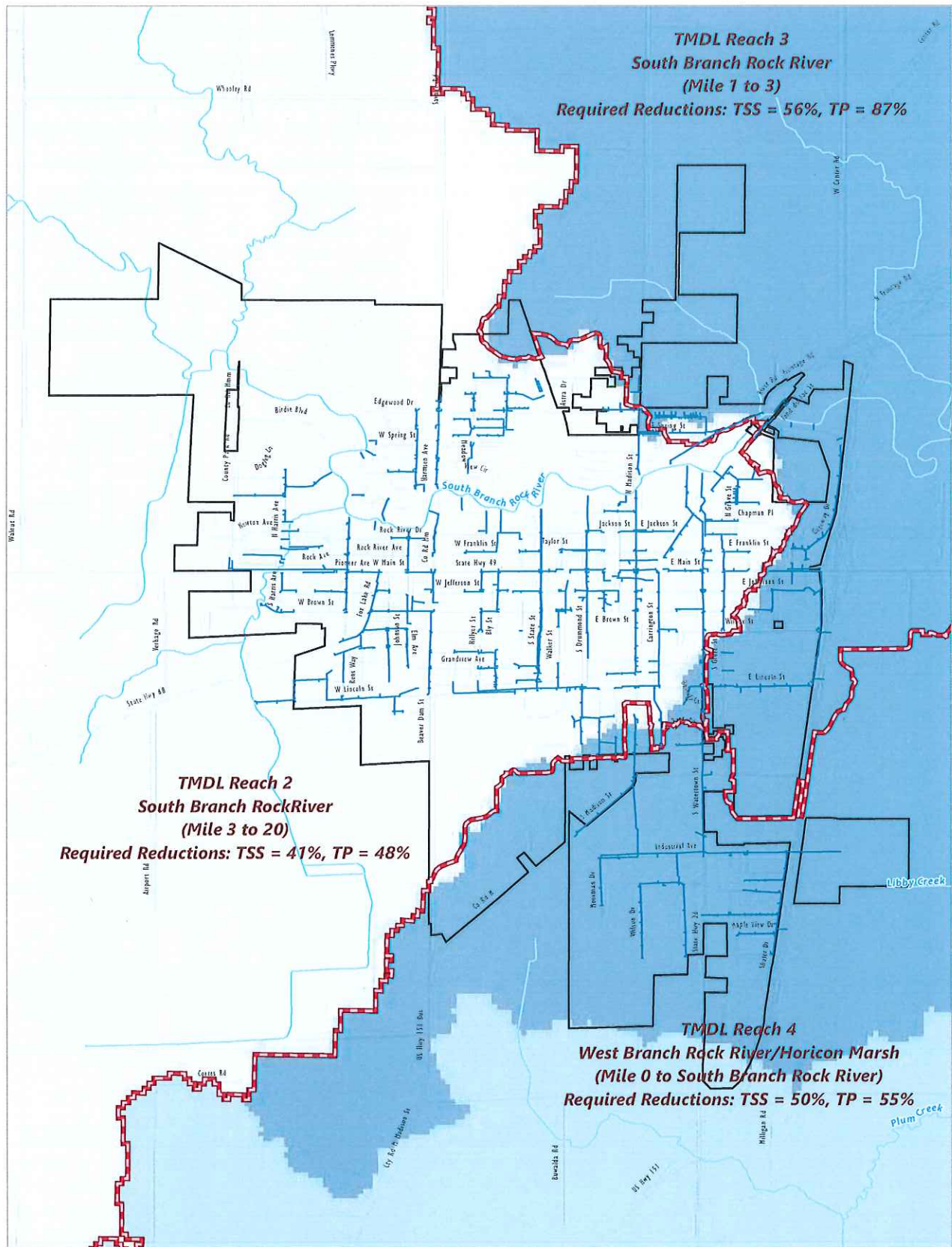
Storm Water Quality Plan 20 Year Budget Plan  
2020 - 2040

YEAR	BMP ID*	Reach	BMP Name	Proect Type	Estimated Construction Cost.	Potential Additional TSS Reduction (tons/yr)	Potential additional TP Reduction (lb/yr)
2021	15	2	295 Harmsen Ave	New	\$320,000.00	1.6	9.1
2025	10	2	Monroe St south of Harris Mill Pond	New	\$310,077.00	7.4	28.3
2030	7	2	Rounsville St	New	\$343,610.00	5	27.2
2035	12	2	Edgewood Community Church	New	\$325,915.00	2.9	18.2
2040	1	4	Claggett Pond	New	\$3,070,750.00	40.1	166.8

\*From Storm Water Quality Plan Update - December 13, 2017

Switched Harmsen and Monroe due to land acquisition





**Figure 1: TMDL Watersheds and Reduction**

Stormwater Quality Plan

City of Waupun

Rock River TMDL Watersheds, Revised for WQMP

WDNR TMDL Watersheds — Stormlines

Reach 2

Reach 3

Reach 4

Flowline

City of Waupun  
 Dodge and Fond du Lac Counties, WI

Data Sources  
 Municipal Boundary: Dodge and Fond du Lac Counties  
 Streets: US Census  
 TMDL Watershed: WDNR  
 Revised TMDL Watershed: WDNR, modified within City limits  
 to account for Storm System  
 Aerial: ESRI

0 0.165 0.33 Miles

**MSA**  
 Environmental Solutions



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

**TITLE:** Resolution authorizing the Director of Public works to serve as the City's authorized representative with regards to actions pertaining to application and administration of a non-point source (UNPS) planning grant application

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	None	

**ISSUE SUMMARY:**

Follow up to the UNPS Grant.

**STAFF RECOMENDATION:**

Approve the Resolution

**ATTACHMENTS:**

Resolution

**MOTION FOR CONSIDERATION:**

Motion to approve Resolution # \_\_\_\_\_ to authorizing the Director of Public works to serve as the City's authorized representative with regards to actions pertaining to application and administration of a non-point source (UNPS) planning grant application

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**RESOLUTION \_\_\_\_\_**

**AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO SERVE AS THE CITY'S AUTHORIZED  
REPRESENTATIVE WITH REGARDS TO ACTIONS PERTAINING TO APPLICATION AND ADMINISTRATION OF  
A NON-POINT SOURCE (UNPS) PLANNING GRANT APPLICATION**

WHEREAS, the City of Waupun is interested in acquiring a Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control agricultural or urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOLVED by the City Council of the City of Waupun that the Director of Public Works is authorized to act on behalf of the City of Waupun to:

- Sign and submit an application to the WDNR for any financial aid that may be available;
- Sign a grant agreement between the City of Waupun (applicant) and the WDNR;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement;
- Take necessary action to undertake, direct, and complete an approved project.

BE IT FURTHER RESOLVED that the City of Waupun shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Julie J. Nickel

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk-Treasurer



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** State Municipal Financial Agreement for State-Let Highway Project #6235-01-03, 73 for STH 26 (Watertown-Waupun)

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$19,450	

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**ISSUE SUMMARY:**

Last fall I received a call from the DOT stating they were going to be doing a Mill and Overlay project south of Waupun. They were going to stop at City limits, so I asked them if the project could be extended to where the concrete stops near TJ's auto body shop.

They agreed and sent us an agreement for our portion. They are paying for the road work, we pay for a engineering and Municipal Utility adjustments. i.e. manholes, and valves.

**STAFF RECOMENDATION:**

Approve the State Municipal Financial Agreement

**ATTACHMENTS:**

State Municipal Financial Agreement

**MOTION FOR CONSIDERATION:**

Motion to approve the State Municipal Financial Agreement for State-Let Highway Project #6235-01-03, 73 for STH 26 (Watertown-Waupun)

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**STATE/MUNICIPAL FINANCIAL  
AGREEMENT FOR A STATE- LET  
HIGHWAY PROJECT**

Date: March 11, 2021

I.D.: 6235-01-03, 73

Road Name: STH 26

Title: Watertown - Waupun

Limits: 0.2 mile South of Milligan Road to Doty St

County: Dodge

Roadway Length: 1.71 miles

The signatory **City of Waupun**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** STH 26 is a rural minor arterial and is a connecting highway (Watertown Street) beginning at Barnes Street.

The existing roadway is two lanes except in the area under USH 151, which is four lanes. There is no parking within the project limits. An overlay was placed in 1988. There are sidewalks along side streets with curb ramps on the east side of STH 26.

**Proposed Improvement - Nature of work:** Mill and overlay existing pavement. Update curb ramps to current ADA standards as needed.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** All construction costs associated with adjusting utility manholes and valves are 100% the responsibility of the Municipality.

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: <sup>2</sup> Plan Development 6235-01-03	\$ 135,000	\$ 125,550	93%	\$ 9,450	7%
Real Estate Acquisition: Acquisition	\$ 4,500	\$ 4,500	100%	\$ -	
<sup>1</sup> Construction:					
Roadway	\$ 1,500,000	\$ 1,500,000	100%	\$ -	0%
Backbone Roadway Items	\$ 500,000	\$ 500,000	100%	\$ -	0%
Municipal Utility Adjustments	\$ 10,000	\$ -	0%	\$ 10,000	100%
	\$ -	\$ -		\$ -	
subtotal 6235-01-73	\$ 2,010,000	\$ 2,000,000		\$ 10,000	
Non-Participating	\$ -	\$ -		\$ -	100%

**Total Cost Distribution**                      **\$ 2,149,500**    **\$ 2,130,050**                      **\$ 19,450**

1. Estimates include construction engineering.

2. Total length of project is 1.71 miles, of which only 0.51 mile is connecting highway.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 3 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the **City of Waupun** (please sign in blue ink)

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed for and in behalf of the **State** (please sign in blue ink)

Name **Steve Flottmeyer** Title **WisDOT Southwest Region Planning Chief**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **TERMS AND CONDITIONS:**

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
  - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and bridge width in excess of standards.
  - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
  - (f) Parking lane costs.

- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
  - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
  - (i) Conditioning, if required, and maintenance of detour routes.
  - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
- 4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  - 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
  - 6. The work will be administered by the State and may include items not eligible for federal/state participation.
  - 7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
  - 8. Basis for local participation:

(a) Design Engineering (6235-01-03)

The Municipality is responsible for 25% of the design engineering costs for improvements on the connecting highway section, which is 0.51 mile, or approximately 30% of the total project length. Federal/State funding will cover 100% of the design engineering costs for the remaining 1.2 miles, or approximately 70% of the total length of project. Design cost percentage prorates out at 93% Federal/State and 7% Municipality over the entire project.

(b) Real Estate Acquisitions

All real estate acquisition costs necessitated by the road improvement project are 100% eligible for Federal/State funding.

(c) Roadway Construction (6235-01-73)

The construction estimate is preliminary for program scheduling only. As items are identified during the design phase that require cost participation or are ineligible for Federal/State funding, this agreement will be amended to reflect those costs.

The Municipality shall pay 100% of the cost of adjusting water and sanitary sewer items including manhole cover and water valve adjustments.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Consideration of DOT Roadway Functional Classification Updates

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	None	

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**ISSUE SUMMARY:**

The Wisconsin DOT is conducting some routine roadway functional classification updates in many counties statewide and it is time for an update for the City of Waupun. Functional classification is the process by which roadways are grouped into classes according to the actual character of service they are intended to provide and are providing.

The DOT gone ahead and conducted an update for Waupun by reviewing land use and traffic numbers primarily. You will notice on the attached PDF "Waupun\_City\_UA\_Change\_List" that they are proposing 10 updates to the map and list. The map provided has the corresponding proposed changes in numerical order. There are four categories: Principal Arterial, Minor Arterial, Collector, and Local streets. The "u" stands for urban on the list. The first line proposes we upgrade Fond du Lac Street from STH 49 (E Main St.) to USH 151 from an urban minor arterial to an urban Principal Arterial due to the 4,800 current AADT and existing land uses, for instance.

**STAFF RECOMENDATION:**

Approve roadway functional classification updates

**ATTACHMENTS:**

Recommended functional classification changes

Map providing functional classification changes

**MOTIONS FOR CONSIDERATION:**

Motion to approve the DOT roadway functional classification updates for the City of Waupun

RECOMMENDED FUNCTIONAL CLASSIFICATION CHANGES

WisDOT Region:	South West (SW)
County:	Fond du Lac, Dodge
Urban(ized) Area:	Waupun
Population:	11,340

Urban Area:

WAUPUN

Starting Mileage:

IH	PA	MA	COL	LOC
	2.81	8.84	6.95	38.16

TOTAL

56.76

No.	Route	Limits	From	To	IH	PA	MA	COL	LOC	Reason
1	Fond du Lac St	STH 49 (E Main St) - USH 151	uMA	to uPA		2.50	-2.50			ADT (4800), Land Use
2	CTH M	CTH MM - W Lincoln St	uCOL	to uMA			1.36	-1.36		ADT (1500-2500), Land Use
3	W Jefferson St	Beaver Dam St - S State St	uCOL	to uLOC				-0.40	0.40	ADT (140)
4	Edgewood Dr	Brandon St - N Madison St	uCOL	to uMA			0.75	-0.75		ADT (1400), Continuity (Note: ADT is older but newer counts on Madison, Brandon both show an increase)
5	E Lincoln St	STH 26 (S Watertown St) - Shaler Dr	uLOC	to uCOL				0.40	-0.40	Estimated ADT > 750, Land Use (Middle/High School)
6	Shaler Dr	E Lincoln St - STH 49	uLOC	to uCOL				0.44	-0.44	Estimated ADT > 750, Land Use (Middle/High School, commercial)
7	E Jefferson St	S Madison St - STH 26 (S Watertown St)	uCOL	to uLOC				-0.25	0.25	ADT (540), mileage goals balancing
8	Carrington St	STH 49 - W Brown St	uCOL	to uLOC				-0.15	0.15	ADT (430-570), mileage goals balancing
9	CTH MMM	County Park Rd - Savage Rd (CTH M)	uLOC	to uCOL				0.87	-0.87	ADT (1200), Continuity
10	CTH MM	CTH MMM - Edgewood Dr	uLOC	to uCOL				0.39	-0.39	Calc ADT (3400-1400 = 2000), Continuity
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Change:

0	2.5	-0.39	-0.81	-1.3
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End Mileage:

0	5.31	8.45	6.14	36.86
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56.76

End %:

0.0%	9.4%	14.9%	10.8%	64.9%
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desirable range

5% - 12%    10% - 15%    5% - 11%    65% - 80%

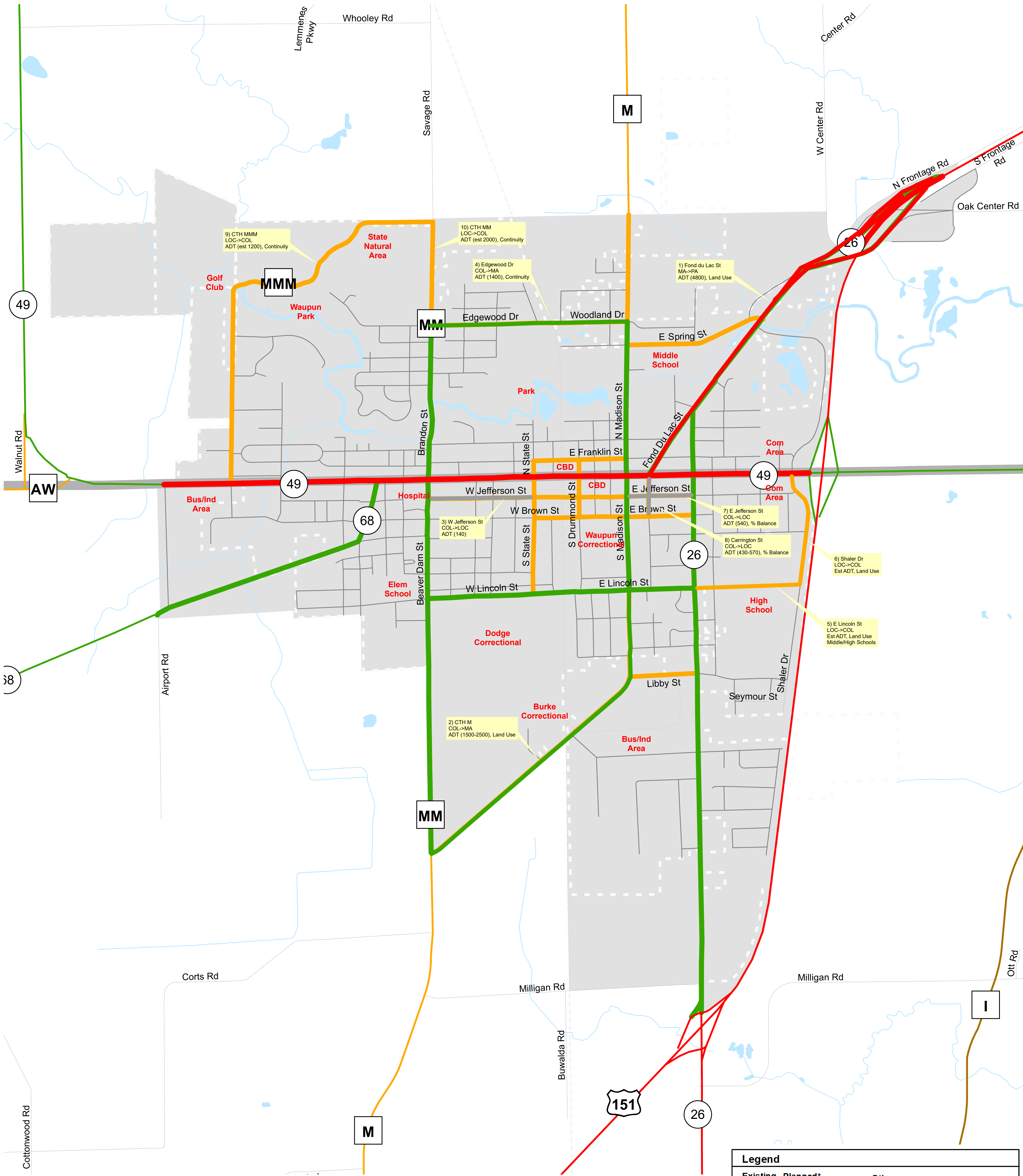


# WAUPUN

## Functional Classification

DRAFT

WAUPUN



**Legend**

Existing	Planned*	Other

\* NOTE:  
All planned route locations are approximations only.





## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Resolution Approving Updates to the Roadway Functional Classifications for the City of Waupun

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	None	

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**ISSUE SUMMARY:**

The Wisconsin DOT is conducting some routine roadway functional classification updates in many counties statewide and it is time for an update for the City of Waupun. Functional classification is the process by which roadways are grouped into classes according to the actual character of service they are intended to provide and are providing.

The DOT gone ahead and conducted an update for Waupun by reviewing land use and traffic numbers primarily. You will notice on the attached PDF "Waupun\_City\_UA\_Change\_List" that they are proposing 10 updates to the map and list. The map provided has the corresponding proposed changes in numerical order. There are four categories: Principal Arterial, Minor Arterial, Collector, and Local streets. The "u" stands for urban on the list. The first line proposes we upgrade Fon du Lac Street from STH 49 (E main st.) to USH 151 from an urban minor arterial to an urban Principal Arterial due to the 4,800 current AADT and existing land uses, for instance.

**STAFF RECOMENDATION:**

Approve Resolution

**ATTACHMENTS:**

Resolution

**MOTIONS FOR CONSIDERATION:**

Motion to approve Resolution #\_\_\_\_\_ approving Updates to the Roadway Functional Classifications for the City of Waupun

CITY OF WAUPUN  
COMMON COUNCIL

RESOLUTION NO: \_\_\_\_\_

RESOLUTION APPROVING UPDATES TO THE ROADWAY FUNCTIONAL CLASSIFICATIONS FOR  
THE CITY OF WAUPUN

**WHEREAS**, the roadway functional classification must be updated every 10 years to coincide with the U.S. Census analysis of urbanized areas, and the Wisconsin DOT and Federal Highways have updated roadway functional classifications for selected urban and rural areas; and

**WHEREAS**, functional classification groups highways and streets according to character of service that they are intended to provide, ranging from a high degree of travel mobility, to land access functions; and

**WHEREAS**, functional classification is used for general transportation planning and to determine eligibility for the urban surface transportation program;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Waupun, approves the changes to the Roadway Functional Classifications for the City of Waupun as depicted on the attached map dated February 8, 2021 and the attached spread sheet listing the changes.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
Julie J. Nickel, Mayor

\_\_\_\_\_  
Angela J. Hull, City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** 2021-2022 Boards and Commissions Structure  
Proposed Resolution

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A	

### ISSUE SUMMARY:

The Waupun Common Council has operated by a Committee of the Whole (COW) structure for many years. As we have been reviewing ordinances and working to support committee appointments, it is clear that our ordinances were never updated to reflect our COW structure and that several of the required committees no longer meet as outlined in ordinance. At the same time, conditions have evolved as a result of Act 10 and other needs within the community and it is appropriate that we review and revise our approach to meet the needs of our community. As such, we are recommending temporary suspension of City of Waupun Ordinance 2.04 Standing Committees (through April 15, 2022). The resolution would recognize the work of the COW and change the remaining Committee structure as follows:

1. City Affairs and Promotion Committee eliminated. Responsibilities shifted to Economic Development Committee and Committee of the Whole.
2. Finance and Personnel (Negotiations committee under current appointment) eliminated. Responsibility shifted to Committee of the Whole.
3. Judicial Committee eliminated. Responsibility shifted to Committee of the Whole.
4. Property and Person eliminated. Responsibility shifted to Committee of the Whole.
5. Public Works renamed to Public Works & Facilities Committee.
6. Board of Review remains unchanged.
7. Board of Zoning Appeals remains unchanged.
8. Public Utility Commission remains unchanged.
9. Recreation Board is eliminated. Facilities reports to Public Works & Facilities Committee (#5) and Programming reports to Recreation & Wellness Advisory Board (#14).
10. Planning Commission remains unchanged.
11. Fire and Police Commission remains unchanged in accordance with §62.13, Wis. Stats.
12. Board of Health responsibilities are fulfilled by County Public Health.
13. Library Board remains unchanged in accordance with §43.54, Wis. Stats.
14. Committee on Human Rights (Board of Health and Human Rights by appointment) is renamed Recreation & Wellness Advisory Board.
15. Economic Development Committee remains unchanged.

In addition, a committee charter that outlines the purpose and scope of work of each committee will be developed along with an onboarding process for new members. This suspension will be for a one-year period at which point the council will review, direct any further revisions, and an update to city ordinance will be completed to accurately reflect the structure. Please note that when updated, changes may be required in other city ordinances where there is cross-over.

Other Committees required through City Ordinance:

- Business Improvement District (BID) is unchanged
- Community Development Authority (CDA) is unchanged
- Transit Committee is unchanged

Additional committees through appointment:

- ADA committee is absorbed in Public Works & Facilities, Recreation & Wellness Advisory Board, COW
- CDA housing subcommittee eliminated. Responsibilities assigned to CDA in accordance with current practice.
- Joint Review Board unchanged.

With your permission, a resolution will be drafted and presented at the April 13, 2021 Common Council meeting for consideration.

**STAFF RECCOMENDATION:**

Stated in the motion below

**ATTACHMENTS:**

City of Waupun Ordinance 2.04 Standing Committees

**RECCOMENDED MOTION:**

Motion to draft a resolution suspending City of Waupun Ordinance 2.04 Standing Committees and create a committee, board and commission structure for the City of Waupun that incorporates changes as outlined (note any amendments from discussion). It is agreed that the resolution will expire April 14, 2022 and require further revision and update of City of Waupun Ordinance 2.04.

AGENDA ITEM:	
--------------	--

DATE:	March 23, 2021
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## 2.04 - STANDING COMMITTEES.

(1) DESIGNATION AND DUTIES. The City Council shall have the following standing committees with principal duties as listed herein:

(a) City Affairs and Promotion.

1. Industrial development.
2. Miscellaneous City affairs.
3. Planning.
4. Promotion.

(b) Finance and Personnel.

1. Audit.
2. Finance.
3. Insurance on personnel.
4. Personnel, problems and wages.

(c) Judicial Committee.

1. Claims.
2. Election.
3. General liability insurance.
4. Ordinance and resolutions.
5. Relief.
6. Police related matters.

(d) Property and Person.

1. Building and grounds.
2. Insurance on buildings and equipment.
3. Police, fire and civil defense.
4. Printing, supplies and office equipment.

(e) Public Works.

1. Public works.
2. Sewers.
3. Sidewalks.
4. Streets.
5. Traffic and parking.

(f) Board of Review.

(g) Board of Zoning Appeals.

(h) Public Utility Commission.

(i) Recreation Board.

(j) Planning Commission.

(k) Fire and Police Commission.

- (l) Board of Health.
  - (m) Library Board.
  - (n) Committee on Human Rights.
  - (o) Economic Development Committee.
- (2) COMMITTEE APPOINTMENTS. Except as provided elsewhere in this Code, the Mayor shall make all appointments to committees, subject to confirmation by the Council. The Mayor shall designate the chairperson of each committee. Appointments shall be made at the first regular meeting of the newly elected Council. The Mayor shall be an ex officio, nonvoting member of each committee. The City Attorney shall be an ex officio, nonvoting member of the Board of Public Works and Judicial Committee. The Police Chief shall be an ex officio, voting member of the Judicial Committee. A member of the Board of Directors of the Waupun Industrial Development Corporation selected by that Board, shall serve as an ex officio, nonvoting member of the Economic Development Committee.
- (3) COMMITTEE MEETINGS. Committees shall meet on call of the chairperson. The chairperson shall call a committee meeting at the request of the Mayor or any 2 committee members.
- (4) COMMITTEE REPORTS. Each committee shall, at least by the next regular meeting, submit a written report of all matters referred to it. Such report shall recommend a definite action on each item and be signed by the Chairperson or acting chairperson of each committee. Any committee may require any City officer to confer with it and supply information in connection with any matter pending before it.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Request to Fill Public Works Mechanic 1 Vacancy

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Public Works Director

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Excellence in Government: Foster a High Performance Organizational Culture through effective talent attraction for mission-critical roles.	Per approved 2021 budget	

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**ISSUE SUMMARY:**

I have received an employment resignation, effective April 22, 2021 and will have a vacancy to fill the Mechanic 1 position.

I am seeking approval to refill this vacancy.

Due to level of skill required in this position, I am requesting permission to begin the hiring process as I anticipate that we may encounter a lengthy recruitment period for this role.

**STAFF RECCOMENDATION:**

Approve request to fill vacancy.

**ATTACHMENTS: -**

Resignation Letter

**RECCOMENDED MOTION:**

Motion to approve request to hire for vacancy of Mechanic 1 position, effective immediately.



To the City of Waupun, I James Esslinger would like to put in my resignation effective April 22-2021.

I appreciate the opportunity the city has given me to serve the community of Waupun. Working under Jeff has been a pleasure and I could not have asked for a better supervisor. I will miss working with my coworkers and the different departments of the city, to everyone it has been a pleasure. Thank you.

A handwritten signature in black ink, appearing to read "James Esslinger". The signature is written in a cursive, flowing style with a large initial "J" and "E".



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Appoint Bid for Harmsen Avenue & Oak Lane  
Storm Water Management Pond

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$148,550.50	

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**ISSUE SUMMARY:**

We had 7 bidders for the Storm Water Management pond.

This pond is located in reach 2 and cost effective ranking of 5 from our 2016 Storm Water quality plan.

**STAFF RECOMENDATION:**

Accept the bid of Kopplin and Kinas

**ATTACHMENTS:**

Bid Tab

**MOTIONS FOR CONSIDERATION:**

Approve the bid of Kopplin and Kinas for the Harmsen Avenue and Oak Lane Storm Water Management Pond for the amount of \$148,550.50



March 18, 2021

Julie Nickel, Mayor  
City of Waupun  
201 East Main Street  
Waupun, WI 53963

Re: Harmsen Avenue & Oak Lane Storm Water Management Pond  
City of Waupun, Fond du Lac County, Wisconsin

Upon review of the bids received on March 18, 2021 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Kopplin & Kinas  
W1266 N. Lawson Drive  
Green Lake, WI 54941

Bid Amount \$148,550.50

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to me. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

*Jason M Laue*

Jason M. Laue  
MSA Project Manager

Enc.

Kopplin & Kinas Co., Inc.				Krause Excavating, Inc.		Town & Country Undergroun		A. Glewen & Sons Excavating		KIN-X Construction		RLAM		Wondra Construction, Inc.			
Item No.	Item Description	Units	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization, Bonds, & Insurance	LS	1	\$9,900.00	\$9,900.00	\$4,500.00	\$4,500.00	\$7,738.00	\$7,738.00	\$25,000.00	\$25,000.00	\$32,500.00	\$32,500.00	\$14,470.00	\$14,470.00	\$15,000.00	\$15,000.00
2	Erosion and Sedimentation Controls	LS	1	\$2,720.00	\$2,720.00	\$1,500.00	\$1,500.00	\$1,737.00	\$1,737.00	\$1,730.00	\$1,730.00	\$1,500.00	\$1,500.00	\$1,625.00	\$1,625.00	\$6,000.00	\$6,000.00
3	Erosion Matting	S.Y.	1780	\$1.30	\$2,314.00	\$1.85	\$3,293.00	\$1.30	\$2,314.00	\$1.30	\$2,314.00	\$1.35	\$2,403.00	\$1.33	\$2,367.40	\$1.73	\$3,079.40
4	Traffic Control	LS	1	\$1,600.00	\$1,600.00	\$500.00	\$500.00	\$1,300.00	\$1,300.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$7,600.00	\$7,600.00	\$1,600.00	\$1,600.00
5	Clearing & Grubbing	LS	1	\$558.00	\$558.00	\$250.00	\$250.00	\$0.01	\$0.01	\$500.00	\$500.00	\$100.00	\$100.00	\$200.00	\$200.00	\$1,500.00	\$1,500.00
6	Unclassified Excavation	LS	1	\$32,333.00	\$32,333.00	\$37,609.50	\$37,609.50	\$51,092.50	\$51,092.50	\$60,273.00	\$60,273.00	\$57,000.00	\$57,000.00	\$75,300.00	\$75,300.00	\$130,000.00	\$130,000.00
7	Clay Pond Liner (Complete)	LS	1	\$12,458.00	\$12,458.00	\$15,120.00	\$15,120.00	\$9,677.00	\$9,677.00	\$12,000.00	\$12,000.00	\$18,500.00	\$18,500.00	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00
8	Topsoil Placemnt & Grading	S.Y.	2460	\$1.92	\$4,723.20	\$1.15	\$2,829.00	\$1.00	\$2,460.00	\$1.10	\$2,706.00	\$1.50	\$3,690.00	\$2.33	\$5,731.80	\$0.50	\$1,230.00
9	Seeding, Fertilizing, and Mulch	S.Y.	2460	\$1.65	\$4,059.00	\$3.06	\$7,527.60	\$1.65	\$4,059.00	\$1.65	\$4,059.00	\$1.80	\$4,428.00	\$1.67	\$4,108.20	\$2.89	\$7,109.40
10	30-Inch Concrete Curb/Gutter Remove & Replace	L.F.	120	\$31.65	\$3,798.00	\$32.60	\$3,912.00	\$31.65	\$3,798.00	\$38.00	\$4,560.00	\$45.00	\$5,400.00	\$37.00	\$4,440.00	\$37.50	\$4,500.00
11	Concrete Sidewalk Remove & Replace (4 Inch Thick)	S.F.	440	\$8.85	\$3,894.00	\$9.55	\$4,202.00	\$8.85	\$3,894.00	\$10.62	\$4,672.80	\$8.00	\$3,520.00	\$9.60	\$4,224.00	\$11.30	\$4,972.00
12	Dense Graded Base Remove & Replace (4 Inch Thick)	S.Y.	190	\$2.58	\$490.20	\$4.25	\$807.50	\$2.26	\$429.40	\$8.00	\$1,520.00	\$7.00	\$1,330.00	\$3.25	\$617.50	\$10.00	\$1,900.00
13	Breaker Run Remove & Replace (8 Inch Thick)	S.Y.	190	\$4.89	\$929.10	\$8.35	\$1,586.50	\$5.50	\$1,045.00	\$16.00	\$3,040.00	\$14.00	\$2,660.00	\$6.75	\$1,282.50	\$11.00	\$2,090.00
14	Asphaltic Binder Remove & Replace (2.50 Inch Thick)	S.Y.	190	\$34.10	\$6,479.00	\$26.30	\$4,997.00	\$34.10	\$6,479.00	\$22.50	\$4,275.00	\$25.00	\$4,750.00	\$25.00	\$4,750.00	\$27.50	\$5,225.00
15	Asphaltic Surface Remove & Replace (1.75 Inch Thick)	S.Y.	190	\$17.00	\$3,230.00	\$19.90	\$3,781.00	\$17.00	\$3,230.00	\$19.25	\$3,657.50	\$21.00	\$3,990.00	\$22.00	\$4,180.00	\$24.25	\$4,607.50
16	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	C.Y.	50	\$1.00	\$50.00	\$16.35	\$817.50	\$26.33	\$1,316.50	\$0.01	\$0.50	\$1.00	\$50.00	\$1.00	\$50.00	\$42.00	\$2,100.00
17	Rock Excavation	C.Y.	10	\$25.00	\$250.00	\$1.00	\$10.00	\$50.00	\$500.00	\$0.01	\$0.10	\$1.00	\$10.00	\$150.00	\$1,500.00	\$105.00	\$1,050.00
18	Trucked Granular Backfill	TON	400	\$1.00	\$400.00	\$10.00	\$4,000.00	\$9.13	\$3,652.00	\$1.00	\$400.00	\$5.00	\$2,000.00	\$6.00	\$2,400.00	\$10.56	\$4,224.00
19	Styrofoam Pipe Insulation	S.F.	96	\$3.75	\$360.00	\$2.85	\$273.60	\$10.92	\$1,048.32	\$1.00	\$96.00	\$2.00	\$192.00	\$3.00	\$288.00	\$6.00	\$576.00
20	Street Inlet (2 Foot x 3 Foot I.D.) (Complete)	EA.	4	\$1,500.00	\$6,000.00	\$1,630.00	\$6,520.00	\$2,178.00	\$8,712.00	\$1,600.00	\$6,400.00	\$1,750.00	\$7,000.00	\$2,100.00	\$8,400.00	\$1,860.00	\$7,440.00
21	Storm Manhole (7 Foot I.D.) w/ bypass weir (Complete)	EA.	1	\$7,400.00	\$7,400.00	\$5,795.00	\$5,795.00	\$5,636.79	\$5,636.79	\$8,355.00	\$8,355.00	\$8,925.00	\$8,925.00	\$8,000.00	\$8,000.00	\$10,850.00	\$10,850.00
22	Storm Manhole (8.5 Foot I.D.) (Complete)	EA.	1	\$7,780.00	\$7,780.00	\$8,895.00	\$8,895.00	\$8,389.31	\$8,389.31	\$8,766.00	\$8,766.00	\$9,000.00	\$9,000.00	\$6,350.00	\$6,350.00	\$9,500.00	\$9,500.00
23	Pond Outlet Structure (Complete)	EA.	1	\$5,200.00	\$5,200.00	\$4,610.00	\$4,610.00	\$6,174.72	\$6,174.72	\$5,343.00	\$5,343.00	\$4,200.00	\$4,200.00	\$4,150.00	\$4,150.00	\$6,000.00	\$6,000.00
24	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	146	\$45.00	\$6,570.00	\$34.80	\$5,080.80	\$64.00	\$9,344.00	\$93.00	\$13,578.00	\$100.00	\$14,600.00	\$69.00	\$10,074.00	\$50.00	\$7,300.00
25	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	10	\$100.00	\$1,000.00	\$88.70	\$887.00	\$82.00	\$820.00	\$220.00	\$2,200.00	\$190.00	\$1,900.00	\$70.00	\$700.00	\$56.00	\$560.00
26	R.C.P. Storm Sewer (36 Inch I.D.)	L.F.	199	\$64.00	\$12,736.00	\$95.85	\$19,074.15	\$108.50	\$21,591.50	\$120.00	\$23,880.00	\$128.00	\$25,472.00	\$149.00	\$29,651.00	\$100.00	\$19,900.00
27	R.C.P. Endwall (12 Inch I.D. w/ Pipe Grate)	EA.	1	\$850.00	\$850.00	\$1,010.75	\$1,010.75	\$700.00	\$700.00	\$1,100.00	\$1,100.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$1,150.00	\$1,150.00
28	R.C.P. Endwall (36 Inch I.D. w/ Pipe Grate)	EA.	1	\$2,100.00	\$2,100.00	\$2,310.00	\$2,310.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,100.00	\$2,100.00	\$2,700.00	\$2,700.00
29	Riprap w/ Geotextile Fabric	S.Y.	70	\$26.70	\$1,869.00	\$44.00	\$3,080.00	\$7.60	\$532.00	\$20.00	\$1,400.00	\$25.00	\$1,750.00	\$22.00	\$1,540.00	\$40.00	\$2,800.00
30	Watermain Vertical Offset (8 Inch I.D.)	EA.	1	\$6,500.00	\$6,500.00	\$5,925.00	\$5,925.00	\$6,380.35	\$6,380.35	\$100.00	\$100.00	\$1.00	\$1.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00
	<b>Bid Total Items #1 thru #30:</b>			<b>\$148,550.50</b>		<b>\$160,703.90</b>		<b>\$176,050.40</b>		<b>\$205,425.90</b>		<b>\$221,371.00</b>		<b>\$223,999.40</b>		<b>\$279,963.30</b>	

# NOTICE OF AWARD

Date: \_\_\_\_\_

Project:

Harmsen Avenue & Oak Lane Storm Water Management Pond

Owner:

City of Waupun

Owner's Contract No.:

Contract:

City of Waupun - Harmsen Avenue & Oak Lane Storm Water

Engineer's Project No.:

00212119

Bidder:

Kopplin & Kinas Co., Inc.

Bidder's Address:

W1266 N. Lawson Drive

Green Lake, WI 54941

You are notified that your Bid dated March 18, 2021 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Harmsen Avenue & Oak Lane Storm Water Management Pond

The Contract Price of your Contract is One Hundred Forty Eight Thousand Five Hundred Fifty and 50/100 Dollars (\$148,550.50).

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner three (3) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Waupun

Owner

By:

Authorized Signature

Title

Copy to Engineer



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** American Rescue Plan Act and Stimulus Aid for City of Waupun

**AGENDA SECTION:** DISCUSSION-REVIEW

**PRESENTER:** Administrator Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Fiscal Health		

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### ISSUE SUMMARY:

The American Rescue Plan includes direct stimulus for local governments. The City of Waupun's allocation is as follows:

- Fond du Lac County: \$342,121.64
- Dodge County: \$764,905.31
- TOTAL: 1,107,026.95

First payments are expected within 60 days of legislation being passed with the balance arriving not sooner than 12 months of approval of the legislation. It is important to understand that this is not an automatic windfall for the city. There are requirements on use and we are still working to understand those. For now, here are the broad definition of allowable uses of these funds:

1. Respond or mitigate the public health emergency with respect to the coronavirus disease or its negative economic impacts.
2. Cover costs incurred as a result of such emergency.
3. Replace revenue that was lost, delayed or decreased as determined based on projections of the government as of January 27, 2020, as a result of such emergency
4. Address negative economic impacts of such emergency.

There are a variety of partners working to help us understand the path forward with these funds, including Baker Tilly, the League of WI Municipalities, etc. We will be providing additional information as it is understood. A formal plan for use of the funds will involve input and no expenditures will be made until a plan is approved. The City will have until the end of 2024 to fully spend available funds.

### STAFF RECOMMENDATION:

Discussion only

### ATTACHMENTS:

None

<b>RECOMMENDED MOTION:</b>
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Discussion Only
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## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/23/21

**TITLE:** Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits

**AGENDA SECTION:** DISCUSSION-REVIEW

**PRESENTER:** Angela Hull, Clerk  
Scott Loudon, Police Chief

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

### ISSUE SUMMARY:

At the December 10, 2019 Common Council meeting, the ordinance allowing the use of ATV/UTV in the City limits was adopted. Comment was made during the meeting of reviewing this ordinance, of which may be done at any time. As Council members have recently questioned its review, I am providing this for discussion purposes. If the Council wishes for revisions, this will be placed on a future Council meeting.

#### December 10, 2019 Council Minutes:

##### 26. Ordinance- Consideration for ATV UTV Access in City Limits

Discussion was heard on the consideration for ATV/UTV access on City streets.

Kaczmariski stated he initially voted against this ordinance but believes all issues have been addressed and likes that the police department can review this in a year or as needed for any revisions that may be necessary.

Kaczmariski made contact with Dodge County Parks Department regarding the Gold Star Trail between Mayville and Horicon. He understands they are now at an impasse for financing and land issues. Kaczmariski believes they should reconsider the trail going north if their main attraction is for tourism, which would provide access to Highway 49, the rock trail, and Waupun. Westphal states we have addressed the issues of concerns in the ordinance and does not see any downside to this ordinance. Matoushek has talked with many constituents either by voice or email and the comments out-way for it, then against it. Matoushek states we are the voice for people in our area so he approves this ordinance.

Motion Westphal, second Matoushek to adopt Ordinance 19-11 to amend Ch. 6.11 entitled Traffic Code- Snowmobiles to add subsections (4)(5)(6) and recreate Ch.6.12 to be entitled Off Road Vehicles for the use of ATV/UTV in the City limits.

Motion carried 4-2 on roll call with Mielke and Vossekul voting nay.

### STAFF RECOMENDATION:

Discussion only

### ATTACHMENTS:

Ordinance 19-11

Police Department logs of Violations

### MOTIONS FOR CONSIDERATION

Discussion only



COMMON COUNCIL  
CITY OF WAUPUN

**ORDINANCE # 19 -11**

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN  
ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 6.11 of the Municipal Code of the City of Waupun entitled

"Snowmobiles" is amended to add subsections (4), (5) and (6) as follows:

(4) No person shall operate a snowmobile on any street, alley, sidewalk or park in the City, except as set forth in subsection (5), below.

(5) The following route is hereby designated pursuant to the authority of §§ 350.02(2)(a) and 350.18, Wis. Stats., as a designated snowmobile route:

(a) From the west end of Reinhart St. to its intersection with N. State St.

(b) The entire length of Vliet St.

(c) Taylor St. from its intersection with Vliet St. to the railroad crossing.

(d) Jackson St. from the railroad crossing to a point 50 feet east thereof.

(e) Franklin St. from the railroad crossing to its intersection with Drummond St.

(6) Those snowmobiles using this route are subject to all provisions of this subsection 6.11 and, furthermore, must not exceed a speed of 10 mph when on such roadway. The operators of snowmobiles upon this route shall yield the right-of-way to all motor vehicles on this route, except when traveling through a controlled intersection, in which case, the traffic control sign or signal shall determine whether the snowmobile or motor vehicle has the right-of-way.

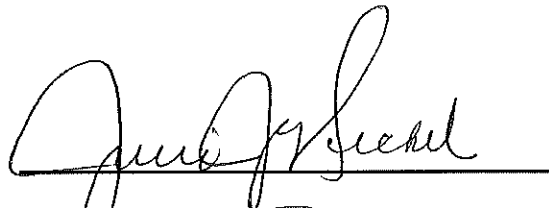
SECTION 2: Section 6.12 of the Municipal Code of the City of Waupun entitled

"Improper Use of Streets, Alleys, Sidewalks and Parks" is repealed and recreated as provided on the attached Ordinance, which is retitled, "Off Road Vehicles."

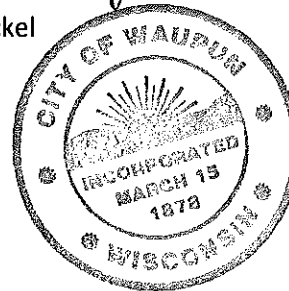
SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions  
of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and  
publication as provided by law.

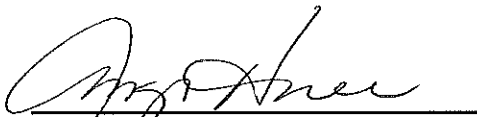
Enacted this 10<sup>th</sup> day of December, 2019.



Julie J. Nickel  
Mayor



ATTEST:



Angela J. Hull  
City Clerk

## **6.12 - OFF ROAD VEHICLES.**

(1) Purpose and Intent. The City of Waupun adopts the following all-terrain vehicle trails and routes and restrictions for the operation of all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) on roadways and city-owned property throughout the City of Waupun. Following due consideration of the recreational value to connect trail opportunities, and weighed against the possible dangers, public health, liability issues, terrain, traffic density and history of vehicular traffic, these routes and trails have been established.

(2) State Laws Adopted. The statutory provisions of Section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, establishing definitions and regulations with respect to ATVs and UTVs and Chapter NR 64 of the Wisconsin Administrative Code are adopted here by reference. Unless otherwise specifically provided here, any act required to be performed or prohibited by any statute or administrative code provision incorporated here is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the Wisconsin Statutes or Wisconsin Administrative Code incorporated here are made a part of this ordinance in order to secure uniform statewide regulation of ATVs and UTVs.

(3) Definitions. The following definitions shall apply with respect to this ordinance:

(a) "Off road vehicles" shall include, without limitation, off-highway motorcycles, minibikes, all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs).

(b) "All-terrain vehicle" or "ATV" means a commercially designed and manufactured motor driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on three or more low-pressure or non-pneumatic tires.

(c) "City" means the City of Waupun, a Wisconsin municipal corporation. All references to the City in this ordinance shall apply only within the jurisdictional limits of the City of Waupun, and the City makes no attempt to exercise authority outside of the jurisdictional limits of the City of Waupun.

(d) "Utility terrain vehicle" or "UTV" means any of the following:

1. A commercially designed and manufactured motor driven device that does not meet federal motor vehicle safety standards in effect on July 1, 2012, that is not a golf cart, low-speed vehicle, dune buggy, mini-truck or tracked vehicle, that is designed to be used primarily off of a highway, and that has, and was originally manufactured with all of the following: a weight, without fluids of 2,000 pounds or less; four or more low-pressure or non-pneumatic tires; a cargo box installed by the manufacturer; a steering wheel; a taillight; a brake light; two headlights; a width of not more than 65 inches; a system of seatbelts or a similar system for restraining each occupant of the device in the event of an accident; and a system of structural members designed to reduce the likelihood that an occupant would be crushed as a result of a rollover of the device.

2. A commercially designed and manufactured motor driven device that has all of the following: a weight, without fluids, of more than 900 pounds but not more than 2,000 pounds; a width of 50 inches or less; is equipped with a seat designed to be straddled by the operator; and travels on three or more low-pressure or non-pneumatic tires.

(d) All other applicable words and phrases defined in Section 23.33 and Section 340.01 of the Wisconsin Statutes are incorporated by reference in this ordinance.

(4) Designation of ATV and UTV Routes. No person shall operate an off road vehicle on any City street, alley, park or parking lot, on any public lands or parking lots held open to the public, or on any land within the City that is zoned residential, except as provided below:

(a) In accordance with Section 23.33(8)(b)2 of the Wisconsin Statutes and unless otherwise posted, all streets, roads and public alleys within the City are designated ATV and UTV routes, except all county highways, state trunk highways or connecting highways with a speed of 40 MPH or greater, unless the applicable County or State authority approves such a designation.

(b) In accordance with section 23.33(11)(am)(4) of the Wisconsin Statutes, the City authorizes the operation of ATVs and UTVs on all approved ATV and UTV routes within the City as identified in subsection (a) above, and on all county highways, state trunk highways or

connecting highways with a speed limit of 35 MPH or less where the applicable county or state authority approves such a designation.

(c) The City or its designee reserves the right to close or modify ATV and UTV routes within its jurisdiction at any time.

(d) All ATV and UTV routes shall be signed in accordance with NR 64.12 and NR 64.12(7)(c) of the Wisconsin Administrative Code. The City or its designee shall maintain all ATV route signs within the City, including without limitation, on state trunk highways within the City.

(5) Conditions and Restrictions on Operation. In addition to the provisions contained in section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, and as a condition for the use of ATV and UTV routes designated and authorized above, the following conditions and restrictions shall apply to all ATV and UTV operators and passengers, as applicable:

(a) All ATV and UTV units shall be registered for public use in accordance with Wisconsin Department of Natural Resources ("DNR") regulations, and proof of registration shall be displayed as required by statute during all times of operation.

(b) All ATV and UTV operators shall observe all applicable rules of the road governing motorized vehicles operating on municipal streets in accordance with section 23.33 and Chapter 346 of the Wisconsin Statutes.

(c) No person shall operate an ATV or UTV within the City from 10:00 p.m. to 6:00 a.m., except as permitted in section 23.33(4)(f) of the Wisconsin Statutes, or as otherwise authorized in writing by the City or its designee on a temporary basis.

(d) No ATV or UTV shall be operated at a speed greater than the maximum permitted speed limit within the City, except that where the posted limit is greater than 25 mph, no ATV or UTV shall be operated at a speed greater than 35 mph.

(e) All ATV and UTV operators are subject to and shall abide by applicable provisions of the Wisconsin Statutes and DNR regulations pertaining to age, safety and safety certificate requirements.

(f) No person shall operate an ATV or UTV on any trail or route without fully functional headlights, taillights and brake lights. All operators shall display a lighted headlight and taillight at all times while on the trail or route.

(g) No person shall operate an ATV or UTV on any trail or route where the vehicle does not meet state or municipal noise and exhaust restriction requirements.

(h) No person shall operate an ATV or UTV within any municipal park or on any sidewalk, designated bicycle or pedestrian lane, gravel shoulder, ditch or other area of any street right-of-way other than on the paved roadway, unless specifically designated and posted otherwise by the City or its designee.

(i) No person shall leave or allow any ATV or UTV owned or operated by that person to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.

(j) No person shall operate an ATV or UTV within the City unless the owner or operator has in effect at the time a liability policy insuring operation of the ATV or UTV which policy meets the carrier and coverage requirements specified in Section 344.61 of the Wisconsin Statutes. No person shall operate an ATV or UTV without having proof of such liability insurance coverage readily available.

(k) ATV and UTV operators or passengers under the age of 18 years of age shall wear protective headgear as required under Section 347.485(1)(a) of the Wisconsin Statutes, with a chin strap securely fastened, at all times of operation.

(l) No person shall operate an ATV or UTV unless the operator is 16 years of age or older and holds a valid driver's license issued by the Wisconsin Department of Transportation, or another state driver's licensing authority.

(m) No ATV or UTV operator or passenger shall be in possession of an open intoxicant while the ATV or UTV is in operation. No person shall operate an ATV or UTV while under the influence of an intoxicant, a restricted controlled substance, a controlled substance analog, or

any combination of these elements, to a degree which renders the person incapable of safely operating the ATV or UTV.

(6) Enforcement. The penalty for any violation identified in Section 23.33(13) or

Chapters 340 through 347 of the Wisconsin Statutes shall be as set forth in the Wisconsin Statutes. Deposit amounts for such violations shall be as set forth in the current Revised Uniform State Traffic Deposit Schedule. The penalty for any violation of this ordinance not addressed in Section 23.33(13) or Chapters 340 through 347 of the Wisconsin Statutes shall be a forfeiture as set forth in Section 18.04 of the Waupun Municipal Code, together with all applicable costs, surcharges and assessments.



Date of Violation	Case Number	Action Taken	ATV/UTV Citation #	Violation	Violation Definition
3/1/20	20-462	Warning	8B908G9MT0	W6.12(5)(J), W6.12(5)(A)	ATV OPERATE W/O PROOF OF INSURANCE 17 Y/O, ATV OPERATE W/O DNR REGISTRATION 17 + NOT DISPLAYED
3/1/20	20-462	Warning	8B908G9MT1	W6.12(5)(J), W6.12(5)(A)	ATV OPERATE W/O PROOF OF INSURANCE 17 Y/O
3/6/20	20-498	Warning	8B908HJNPW	W6.12(1), 346.57(2), 344.62(2)	IMPROPER USE OF STREET, UNREASONABLE AND IMPRUDENT SPEED, OPERATE W/O PROOF OF INSURANCE
3/7/20	20-509	UTL			STOPPED INDIVIDUAL OPERATING MOTORCYCLE, CITED FOR UNREASONABLE IMPRUDENT SPEED & OPERATING W/O VALID MOTORCYCLE LICENSE, WWW NO INSURANCE - ATV THAT WAS WITH MOTORCYCLE GUNNED IT INTO THE COUNTRY AS SOON AS HE SEEN THE OFFICER
4/19/20		Verbal Warning			VW ON NON ATV ROUTES
4/25/20		Verbal Warning			REGISTRATION
4/26/20		Verbal Warning			NOISE COMPLAINT, NEIGHBORS RIDING ON PERSONAL PROPERTY - NO VIOLATIONS AT THIS TIME
4/26/20		UTL			JUVENILES RIDING ON GRN 4 WHEELER
4/27/20	20-678	Warning	8B908G9MV5	W6.12(4)(A)	ATV OPERATE ON CONNECTING HIGHWAYS 40+ MPH 17+ YEARS OLD
5/1/20		Verbal Warning			FAILURE TO LEFT TURN/ JUVENILE ON REAR SEAT THOUGHT TO HAVE BEEN ILLEGALLY RIDING ON ATV REAR RACK
5/1/20		Verbal Warning			ATV & DIRT BIKE RACING
5/3/20		UTL			ATV TRAVELING AT HIGH RATE OF SPEED
5/9/20		UTL			RIDING TO CLOSE TO MOTOR VEHICLE
5/13/20		UTL			EXCESSIVE SPEEDS/ RECKLESS DRIVING
5/15/20		Verbal Warning			RIDING DOUBLE W/O SECOND SEAT
5/15/20	20-738	Warning	8B908G9MVK	23.33(3)(em)	OPERATE ATV/UTV W/ A PASSENGER RIDING IN/ON ANY PART NOT DESIGNED/INTENDED TO BE USED BY PASSENGERS
6/4/20	20-863	Warning	8B908HJNRB	W6.12(5)(C)	ATV OPERATE BETWEEN 10PM-6AM 17+ Y/O
6/11/20	20-924	Warning	8B908HJNRH	23.33(3e), 23.33(3g)	OPERATE A UTV W/O EVERY OCCUPANT OF THE UTV SEATED ON A SEAT THAT IS ORIGINAL TO THE UTV AS MANUFACTURED, OPERATE UTV OR UTV W/O REQUIRED HEADGEAR
6/12/20	20-932	Citation	8D0960131	343.44(1)(B)	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL
6/12/20	20-936	Citation	8D0961634	346.04(3)	VEH. OPERATOR FLEE/ELUDE OFFICER
6/12/20	20-936	Citation	8D0961645	343.44(1)(B)	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL
6/12/20	20-936	Citation	8B504R68VQ	23.33(3)(C)	OPERATE ALL-TERRAIN VEHICLE OR UTILITY TERRAIN VEHICLE ON PRIVATE PROPERTY OF ANOTHER WITHOUT CONSENT
6/12/20	20-936	Citation	8B504R68VP	23.33(4)(B)	ILLEGAL OPERATION OF ALL-TERRAIN VEHICLE OR UTILITY TERRAIN VEHICLE ON OR IN THE VICINITY OF A HIGHWAY
6/12/20	20-936	Citation	8B504FB003	23.33(3)(A)	OPERATE ALL-TERRAIN VEHICLE OR UTILITY TERRAIN VEHICLE IN A CARELESS MANNER
6/12/20	20-936	Citation	AI7725970	346.89(1)	INATTENTIVE DRIVING
6/12/20	20-936	Citation	AT6700341	346.46(1)	FAIL/STOP AT STOP SIGN
6/12/20	20-936	Citation	AI7732550	346.46(1)	FAIL/STOP AT STOP SIGN
6/12/20	20-936	Citation	8B804FB03T	W6.12(5)(A)	ATV OPERATE W/O DNR REGISTRATION 17 + YEARS OLD
6/12/20	20-936	Citation	8B804FB03V	W6.12(5)(J)	ATV OPERATE W/O PROOF OF INSURANCE 17 + Y/O
6/12/20	20-936	Citation	8B804FB03W	W6.12(5)(H)	ATV IN PARK/SIDEWALK/BIKE LANE/ OTHER THAN PAVED ROAD 17+ - Y/O
6/12/20	20-936	Citation	8B804FB03X	W6.12(5)(L)	ATV OR UTV OPERATOR 17 + W/O VALID DL
6/12/20	20-936	Citation	8B804FB03Z	W6.12(5)(D)	ATV OPERATE IN EXCESS OF POSTED SPEED LIMITS 17+ YEARS OLD
6/27/20	20-1063	Citation	8B808JRPN6	W6.12(5)(J)	ATV OPERATE W/O PROOF OF INSURANCE 17 + Y/O
7/13/20		UTL			JUVENILES RIDING ON SIDEWALKS
7/17/20	20-1233	Citation	8B808HJND6	W6.12(5)(J)	ATV OPERATE W/O PROOF OF INSURANCE 17 + Y/O
7/17/20	20-1233	Warning	8B908HJNS9	W6.12(5)(D)	ATV OPERATE IN EXCESS OF POSTED SPEED LIMITS 17+ YEARS OLD
7/25/20		Verbal Warning			ILLEGAL RIDER
9/13/20		Verbal Warning			OPERATING ON SIDEWALK
11/13/20		UTL			NOISE COMPLAINT
11/17/20		Verbal Warning			RECKLESS DRIVING

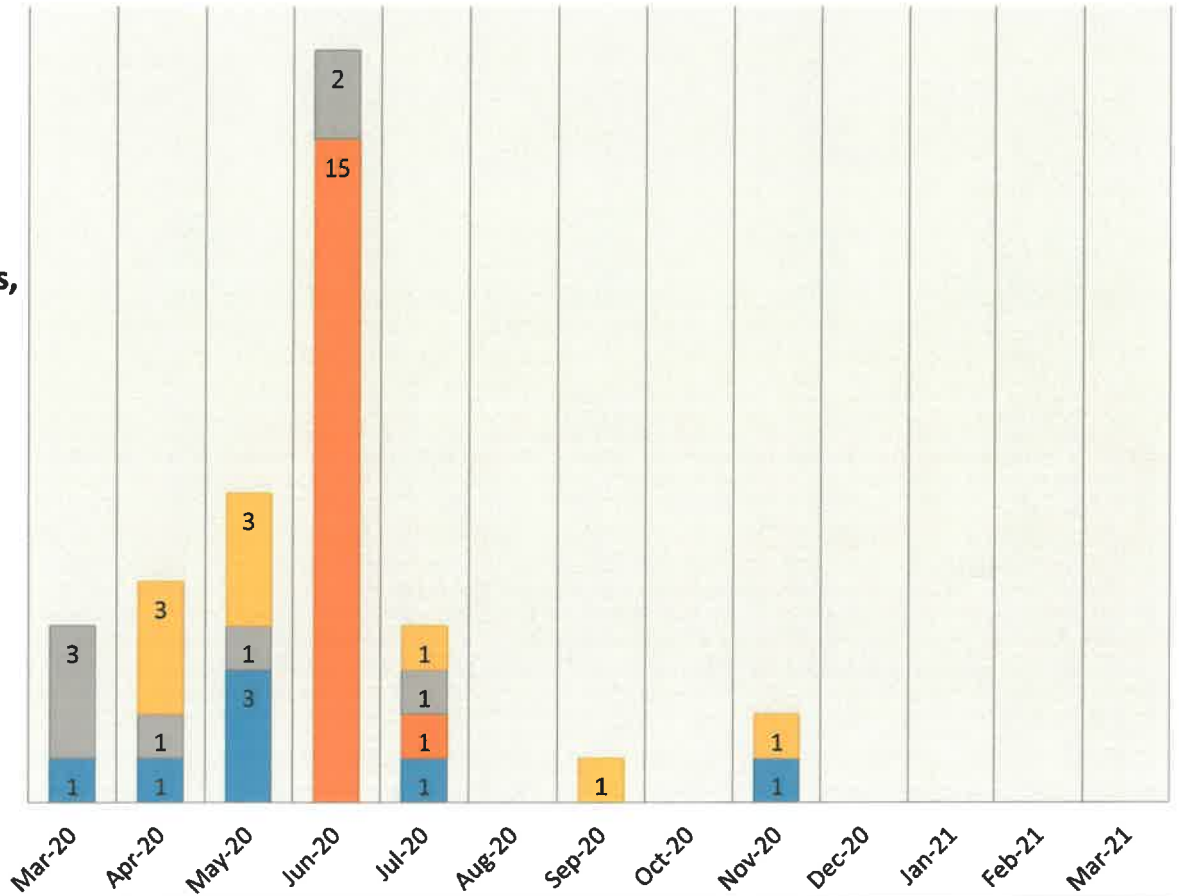
# Recreational Vehicle Related Police Data for the City of Waupun

March 2020 – March 2021

**Total  
Complaints:**  
26

**Total Citations,  
Verbal &  
Written  
Warnings:**  
33

**UTL:**  
7



	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
VERBAL WARNING		3	3		1		1		1				
WARNING	3	1	1	2	1								
CITATION				15	1								
UTL	1	1	3		1				1				